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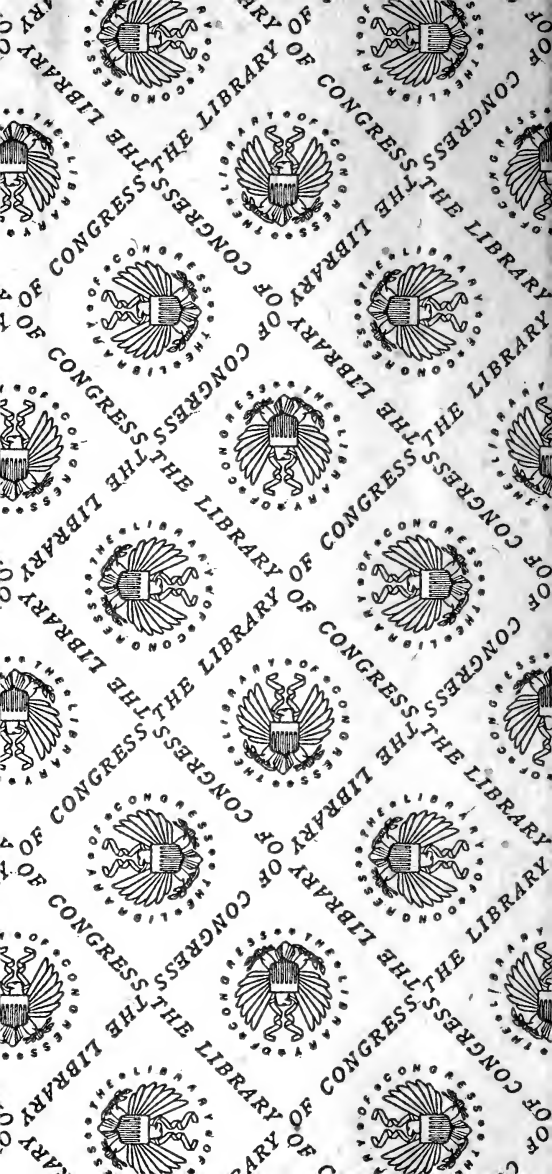
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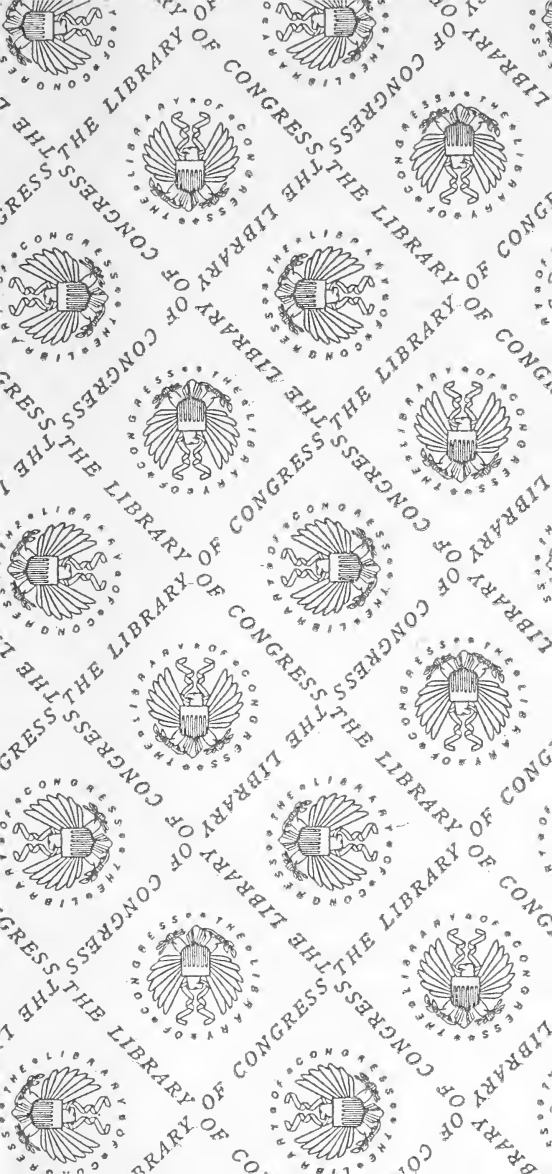
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# *The* American Waiter

Instructions in American and  
European Plan Service, Banquet  
and Private Party Work ∞ ∞

*By John B. Goins*  
"

THIRD EDITION  
Revised and Enlarged

## PART I.

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## INTRODUCTION TO THE FIRST EDITION.

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The title of this little handbook for waiters describes its object. It is in no sense a textbook, but is a synopsis of a series of lessons given by me to my class. My endeavor has been to make my pupils familiar with every branch of dining room service, a knowledge of which would otherwise require years of experience to gain.

The menus given in these lessons were practically illustrated with every article required for the service, and I believe I have given every detail with sufficient clearness to enable any student or waiter of average intelligence to follow them, whether he has had the advantage of the practical drill or not.

In dining room service, as in every other field of labor, there is no royal road to success, and high positions are reached only by those who have worked to win them and have been quick to seize every means of advancement within their reach. These lessons, which are the result of my own experience in every department of the work, have proved so satisfactory to my pupils that I have been induced to print them, in the hope that they may be a help to those who are desirous of qualifying themselves for positions of trust and responsibility in the profession.

J. B. G.

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## INTRODUCTION TO THE SECOND EDITION.

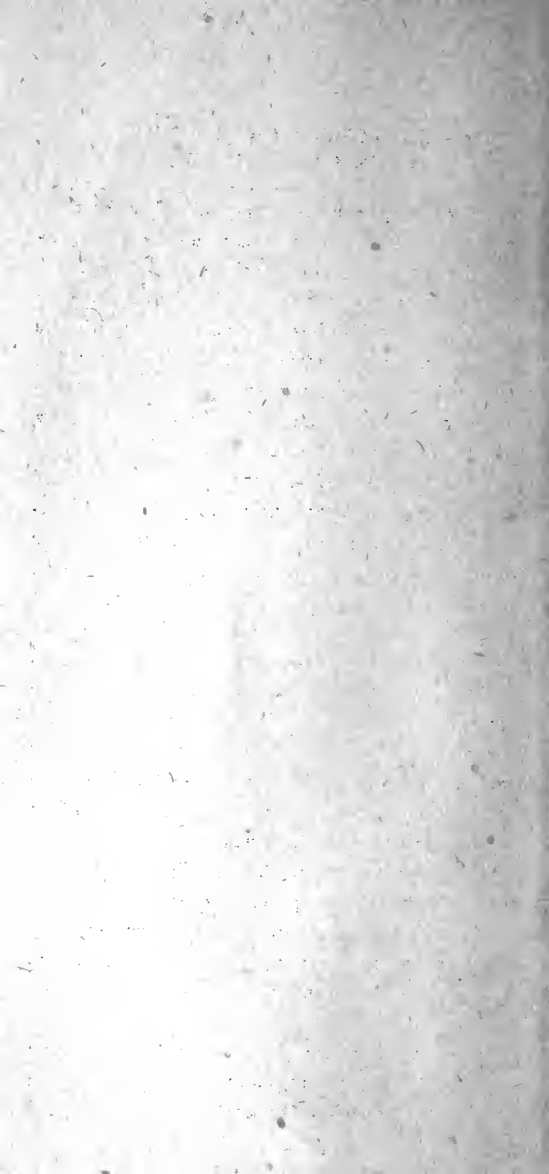
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In revising this book my aim has been to add such service as will continue to meet the requirements of the American plan hotel.

Owing to the fact that the American plan hotels are trying hard to keep pace with the European hotel restaurant and cafe service, you will find the American plan hotels of to-day are giving (on a small scale) practically the same service as that of the high class restaurants and cafes. And it is the desire of the manager and proprietor *to find the American plan waiter who is equal to the changes and can readily grasp the idea of such service.*

It is really necessary that all waiters should be able to handle all new lines of service that become popular from time to time; and, as I have mentioned in previous articles, it is the traveling waiter who is best educated in all branches of service. The proprietor, manager and steward take extensive trips (tours of observation) visiting different hotels and cafes; and their object is to acquaint themselves with what other hotels are doing. But, I am sorry to say, if HE, the proprietor, must inject the new ideas he finds, into YOU, the waiter, they come more as a reprimand, because *you* are not up to the standard of the new ideas of service.

And to those who do not travel, I trust you may find in this book many useful ideas which will carry you over the bridge. J. B. G.





## DRESS

Many waiters who think they are first-class in every respect do not know what garments should constitute a waiter's outfit. Every first-class waiter should own

- One black serge jacket,
- One black low cut vest,
- Two white jackets,
- Two or three pairs doe or cheviot black pants,
- One full dress coat and vest,
- One Tuxedo coat,
- One low cut white vest,
- Two pairs white gloves,
- Two black bow ties,
- Two white ties,
- One pair of good shoes with rubber heels,
- Six white shirts, cuffs and collars.

Shirts should be changed as often as twice a week; collars four times. In winter, underwear should be changed twice a week, and in summer, daily. The reason for this is evident, as from the nature of a waiter's work it is impossible not to perspire; and a garment saturated with perspiration is unfit to wear another time in the dining-room.

Every waiter should own a corkscrew; also a lead pencil.

## YOUR APPEARANCE

Is the first impression. If you want work apply in the best condition possible. Apply in neat black clothes, pants creased, white shirt, shoes polished, cuffs, black tie, teeth and finger nails clean, your face clean shaven. If

you wear mustache keep your hands off of it when talking, which is an indication that you will do so in dining-room.

### WHEN TO APPLY FOR WORK.

The usual hour to apply for position as waiter is between 9 and 10 a. m.; never in the afternoon, unless requested to do so. A waiting-room is provided for such help, so never present yourself at the dining-room door.

No two hotels are run under the same rules. In all your traveling you will find many ups and downs, trials and tribulations, and nothing should excite or disturb you that happens in your capacity as a waiter. With the eighteen years' experience I have had I have found, from the beginning until this present time, that I have been getting the worst of it at all times in a hotel; and, my dear sir, if you expect to climb the ladder of success, expect always to get the worst of it while you are a waiter, or in any other public service, as a servant. So make the very best of your situation; if it only pays you \$1.25 a week, work faithfully, conscientiously, as if you were getting a good salary. Next, you must make up your mind to be governed by the rules and regulations of the house. Respect its officers. The steward is in charge of the kitchen, and sometimes from sub-cellar to garret. His word is law; and if you expect to work you must conduct yourself accordingly.

When you have been hired you will be given a locker to place your belongings in; then you will be taken to the dining-room, and, no matter if you are an experienced waiter, you must be shown around, first through the dining-room, then the kitchen. You are shown the tray racks first, then a place to deposit all soiled dishes. For the breakfast you locate

the broiler, the fry cook and the bake-shop. For dinner the roast, entrees, vegetables, etc. Then your attention is called to printed rules, and the steward is pointed out to you. By this time you should be able to take care of yourself in the kitchen. Next we present you to the head waiter, who presents you to his officers, and assigns you to a watch. The captain of your watch will be responsible for your appearance, and has the authority to tell you to remain down-stairs if your condition is not up to the standard.

Roll call at 12:30, every waiter in line inspected. A short lecture on service and your appearance, reminding you of any bad service rendered in previous meals, informing you of your breakages, charges, etc.

### BRANCH WORK.

Every waiter is expected to do side work, such as wash windows, clean paint and chairs, scrub or mop; also prepare relishes such as cucumbers, lettuce, radishes, celery, etc. In strictly up-to-date hotels, however, such is done by girls, but if you are ever called on to do such, do it with a good will, for I have done it.

### WATCH DUTY.

Your next duty is to adapt yourself to the different watches and time. In a metropolitan hotel there are generally three watches, the morning watch, due at 5 a. m., whose duty is to sweep, dust, set up room and serve all early breakfasts; the day watch 6 a. m., serve breakfast until 10:30; and the middle watch, due 7 a. m., and remaining on duty until room closes after dinner, usually about 3 p. m. (with the exception of an hour's recess for redressing between 11:30 and 12:30). Then serves 5 o'clock dinner in ordinary, off at 12 p. m. Then there is the close or "mule"

watch (assigned from the middle watch) on duty all day and until 1 o'clock next morning;

DIAGRAM NO. 1

	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	1
	5 30	5 30	6 30	6 30	7 30	7 30	8 30	8 30	9 30	9 30	10 30	10 30	11 30	11 30	12 30	12 30	1
Morning	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Day	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Middle	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Close or mule	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

DIAGRAM NO. 2

	6	6	7	7	8	8	9	9	10	10	11	11	12	12	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9
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Morning watch	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Day watch	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Middle watch	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

serving all night officers such as night clerk, head bellman, elevator man, night engineer, and night chambermaid; and also, in some

places, wash all silver and place in vault. Due again at 8 a. m. (thus allowing for the extra hour worked the previous day).

The above is adapted for large first-class hotels and is illustrated in diagram No. 1.

For the average American plan hotel, where the meal hours are short and regular, watches are usually arranged as shown in diagram No. 2.

*To make time* is the best evidence that you want to be a waiter.

\* \* \*

## TO CLEAN AND POLISH SILVER.

KNIVES, FORKS, SPOONS: Use whiting, dry-rub silver to a high polish with flannel cloth.

For filigreed silver use silver brush.

When silver is tarnished either from being long out of use or from gas, make a thin paste, rub silver until tarnish removed, then polish with dry whiting.

## COPPER.

Clean with rock salt and vinegar.

## BRASS.

Use Putz pomade, a preparation sold by druggists.

## WATER BOTTLES.

Use potato cut in dice shape, also shot or gravel. Use strong soap suds. Use brush for neck.

## VINEGAR BOTTLES.

Same as water bottles.

## OIL BOTTLES.

Dissolve one quarter can concentrated lye in half a gallon hot soap suds; fill bottles, let stand until oil rises from bottom, then wash in hot soap water. Rinse in hot water. Place in oven until bottles are hot; remove until cool; ready for oil.

### SALT AND PEPPER SHAKERS.

Same as water bottles. Use brush if cut glass.

\* \* \*

### A CURE FOR RANCID OIL.

Boil with one potato; let cool. In summer, use very few cruets.

### TRAINING THE EAR AND EYE.

Train your ear to a light signal by a tap on a piece of paper; let that signal be so effective that it can be heard above the clatter of dishes or the buzzing of speech by guests.

Always keep a watchful eye on the officers, so that if your presence is needed it may be had without the notice of guest.

### CHAIR LESSONS.

When assisting guest to rise from chair never draw chair from under him until he is on his feet; and never take chair from the floor.

Never advise or offer any information in regard to seats at your station; refer all such to the officers of the room. Your duty is to serve and not to seat guests.

### THE SEATING PROBLEM.

The head waiter controls the seating of guests in the dining-room. He has his reasons for seating different people at different tables; he has his reasons for reserving certain seats and tables; and in order to run the dining-room successfully, the waiters must not interfere in the seating of guests; that is, they must not offer seats except as directed by the head waiter. It is the waiter's business to serve, not to seat, or to offer any information concerning seats at his particular station. The waiter should refer guests who ask him for such and such seats to the head waiter. The

hotel, for instance, may have distinguished guests for whom special seats should be reserved. The head waiter is informed of this and makes special provision for reservations. Then, too, there is a need of discretion in seating people, strangers to each other, at the same table, or in grouping parties of friends. Unless the head waiter has complete control in this respect, he cannot give good service.

There are some few hotels I have heard of where even the head waiter does not control the seats; but these are houses where there are sufficient dining-room accommodations to have a seat reserved for every guest. When the guest registers he is assigned to room and a seat in the dining-room is reserved for him also at the same time. Thus, the guests who have the highest priced rooms are assigned to the best seats in the dining-room, and the head waiter has his seating board, so to speak, corresponding with the room board in the office; and when the guest enters the dining-room he is given the seat to which he has been assigned. This condition, however, is only in family hotels, or resort houses where guests make prolonged stay as a rule. In such case the head waiter understands when he is engaged what the conditions are, and he has no right to find fault with such conditions, but to work faithfully under them and to see that the waiters give uniformly good service to the guests assigned to their particular stations.

### **TO OPEN OYSTERS.**

Wash. Place oyster in left hand with the deep shell in palm.

Place point of oyster knife at the edge and on top of deep shell; press down and in until knife slips in.

Press knife to the far end of shell, then draw knife toward you in circle form; then from you.

Raise top shell. Cut oyster loose. Serve on deep plate of crushed ice (or regular oyster plate). Serve salt, pepper, tabasco sauce, horseradish, piece of lemon.

### TO OPEN CLAMS.

Place in palm of hand.

Put edge of knife in mouth of clam; press knife in with all four fingers; cut through; raise shell; cut clam loose. Serve same as oysters.

### SERVICE OF CEREALS.

ROLLED OATS, CRACKED WHEAT, CORN MEAL MUSH, PETTIJOHNS', CEREALINE, HOMINY GRITS.

Serve in bowl.

Place bowl or sauce dish on plate before guest.

Place cereal in deep dish with six-inch platter under it.

Place dish with platter in front of bowl with large spoon and teaspoon.

Serve soft or granulated sugar and cream.

### GRAPE NUTS.

Serve in sauce dish with sugar and cream.

By request only, pour hot water over grape nuts.

### SHREDDED WHEAT BISCUIT.

Many ways of serving. Ask guest how he likes the biscuit or triscuit. Ordinarily, heat the biscuit in oven to restore crispness. Serve in oatmeal bowl with pitcher of hot milk and small pitcher of cream. Pour the hot milk over the biscuit and then a little cream over the top of the biscuit, adding a dash of salt.

Sugar for those who like it. Spoon.

### TRISCUIT.

Triscuit is not a breakfast food. It is served as a toast with butter, cheese or marmalades.



It is a substitute for white flour bread and crackers.

## HOW TO MAKE TOAST.

Most guests are particular about toast being served HOT. It is necessary to serve it crisp as well as hot, but not hard and brittle.

Do not cover a plate of toast with a soup plate or bowl, as this causes the toast to perspire and get soggy. Use a perforated cake cover or a folded napkin. You are liable to meet the objections of the linen man or proprietor if you use napkins for such service; so, to be safe, use cake cover.

In European service, service-napkins are furnished.

### DRY TOAST, BROWN.

Cut square or diamond shape.

### BUTTERED TOAST.

Same as dry, only buttered.

### DIP TOAST.

Dip in hot water. Butter if requested. Serve on plate.

### MILK TOAST.

Cut in squares; set in bowl or soup plate; pour hot milk over. Serve.

### FRENCH TOAST.

*Receipt from J. E. Meister's Vest Pocket Pastry Book.*

Cut a stale loaf of bread into square, thick slices, saturate them with milk, then dip in beaten eggs, with a pinch of salt in it, and fry in a buttered frying pan to a light color. Dust over with sugar and serve.

Serve on platter or plate covered.

Serve soft sugar and syrup.

### CREAM TOAST.

Serve on large platter. Service plates in

front of guest; platter in front of plate, with large spoon.

### HOT CAKES.

Serve all hot cakes on plate with soft sugar, syrup or honey.

### WAFFLES.

Same as hot cakes.

### TO SERVE EGGS.

Remember: Soft boil, ordinarily 2 minutes.

Remember: Medium boil, ordinarily 4 minutes.

Remember: Hard boil, 10 minutes.

#### MEDIUM AND SOFT BOILED.

Serve in egg glass or cup, with six-inch plate under glass or cup. Open by permission. Do not leave spoon in cup.

Many guests prefer to eat eggs from the shell, and the waiter, when so instructed, will serve the eggs unbroken in vegetable dish, or on small deep plate. Then you should use the regular egg cup or glass. You may find few hotels that have them; but you must learn to take care of yourself in all cases where the proper article to render good service cannot be had. *Hustle* and find the next best article to answer the same purpose. A sherry glass or

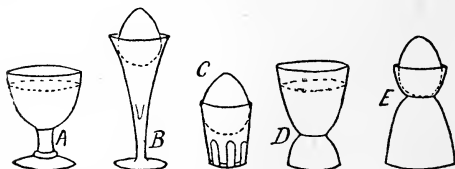


DIAGRAM NO. 3—SERVICE OF BOILED EGGS.

A. & D., broken into cup.

B., C. & E., in shell.

B., makeshift, sherry glass.

C., makeshift, small whisky glass.

small whisky glass may easily be used to serve eggs in shell when the proper cup cannot be had.

### HARD BOILED EGGS.

Remove shell by running cold water over them, then roll, pressing shell. Remove with under skin. Serve in vegetable dish or on small plate.

### POACHED.

Serve in vegetable dish with platter under it.

### POACHED ON TOAST.

Serve on platter with two separate pieces of toast.

### POACHED AND POACHED ON TOAST.

A difference: Enquire as to whether plain or on toast.

### RUM OMELET.

Serve on large platter to left of meats.

Ask permission to light it. Move to one side of guest, proceed to light and burn the rum.

### SHIRRED EGGS.

Regular shirred egg dish.

Place small plate under the egg dish. Serve to left of meats.

### SCRAMBLED EGGS.

Serve on small platter.

### PLAIN OMELET.

Serve on six-inch platter.

\* \* \*

## SERVICE OF BOILED EGGS, TOAST AND COFFEE FOR BREAKFAST.

In serving boiled eggs, toast and coffee, first place service plate in front of guest, then serve coffee (passing sugar, cream, etc., from silver tray), then serve toast; then bring eggs to table, keeping a small plate under the egg dish.

Say to guest, "permit me to open your eggs."

If the guest wishes you to open them re-

move the eggs from the table and proceed to do so.

Never leave the same spoon in the eggs that you open them with.

## TO MAKE AND SERVE TEA, COFFEE, CHOCOLATE AND COCOA.

### ICED TEA.

Cold tea with ice. Serve lemon and soft or granulated sugar.

Serve in goblet or water glass with plate under it.

### ICED TEA FOR PARTY OF FOUR.

To serve iced tea to a party of four in private room it should be very artistically pre-

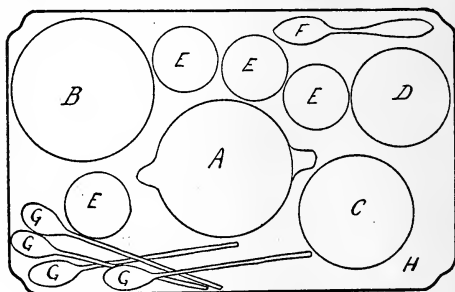


DIAGRAM NO. 4.

SERVICE, ICED TEA: A., Glass Pitcher; B., Bowl of ice; C., saucer of quartered lemons; D., Sugar; E., Glasses; F., Sugar Spoon; G., Long Spoons; H., Tray.

pared. Use a fancy glass pitcher. Have pitcher cold. Fill half full of lump ice. Then wet the mouth and upper rim of pitcher.

Fill pitcher with cold tea.

Cut a lemon in four pieces for side service on a saucer; then cut four slices of lemon.

Dip both sides of each slice in soft sugar, then place them at the top of pitcher gar-

nished with a sprig of fresh green parsley through each of the slices.

Serve with bowl of granulated or soft sugar, small bowl of cracked ice, four glasses or goblets, four tea or mixing spoons.

### ICED COFFEE.

Cold coffee with ice. Serve with cream and sugar.

### TEA.

Always serve tea in pot accompanied with a pot or pitcher of hot water.

One quarter ounce of tea is sufficient for an ordinary service for one; thus one pound is sufficient to serve sixty-four orders. The quarter ounce portion is about a heaping teaspoonful.

First be sure the pot is clean. Then warm the pot with a rinse of hot water. Put tea in the pot and pour on water that is just at the boiling point. Serve at once.

Tea that has steeped in the pot longer than six minutes ceases to be a wholesome beverage; but if it is poured into another vessel any time up to the six-minute limit, so that the tannin from the tea leaves cannot spoil the tea, it retains its virtue as a pleasant and wholesome drink.

Serve cup, saucer, cream, sugar, teaspoon.

Owing to the fact that the habit of tea-drinking is growing in favor, and that most people now have their likes and dislikes regarding the beverage, the waiter should always ask whether the guest prefers green or black tea, or, if the different brews are mentioned on the bill, which of them he prefers.

### TEA FOR ENGLISH OR FRENCH PEOPLE.

Same as above, except double the quantity of tea.

### BEEF TEA.

One teaspoonful extract of beef in teacup; add hot water to dissolve; then fill cup or pot, stirring at same time.

Serve with salt, pepper, one cracker, teaspoon.

### COFFEE (GOOD AND STRONG).

Every waiter should know how to make good coffee.

One pound best coffee,  
White of one egg,  
Pinch of salt,  
Use coffee sack,  
One gallon boiling water.

(For medium, one pound good coffee will serve for one and a half gallons.)

### CHOCOLATE.

One dessert spoon prepared chocolate in cup or pot.

Add very little hot water to dissolve; then fill pot or cup with hot milk. Serve granulated sugar, cream, teaspoon.

### COCOA.

Same as chocolate.

## SERVICE OF FRUITS.

Fruit in season means fruit in the season of the year in which it comes into the market. It is essential that every waiter, and especially every head waiter, should know the correct method of serving fruit of different kinds. At first thought it may seem a very simple thing, but in this, as in every other item of table service, there is a right way and a wrong way, and unless a waiter is acquainted with the right method of serving fruit he will be apt, through the natural perversity of things, to hit upon the wrong way.

STRAWBERRIES may be served either in sauce dishes or individual compotes with china or cut glass sauce dishes and teaspoon. Powdered or granulated sugar and cream accompany strawberries.

Strawberries of unusual size may be served with the stem left on them on six-inch plates. A spoonful of sugar is placed on the side of the plate. Finger bowls should always accompany strawberries served in this manner.

BLACKBERRIES, BLUEBERRIES, RASPBERRIES, RED CURRANTS, etc., may be served either in sauce dishes or in individual compotes with cut glass or china sauce dishes. They should be accompanied with cream and powdered or granulated sugar.

APPLES of large size may be served on six inch plates; but if the market does not afford good apples and there are indications of decay, it is better to serve them in compotes and allow each guest to make his own selection.

PEACHES that are served whole should be brushed and wiped till the fuzz is removed; they are then served the same as apples.

Sliced peaches are served in individual compotes with cracked ice and accompanied with cream and soft or granulated sugar. Sauce dishes and teaspoon.

PEARS AND PLUMS are first wiped with damp cloth and served in compote with soft sugar. Fruit plate and finger bowls.

NECTARINES, a variety of peach with smooth rind. Serve same as peaches.

GRAPES are served in small sized bunches in compotes and should be accompanied with grape shears, fruit plate and finger bowl.

CHERRIES, are served in compote with fruit plate and finger bowl.

GRAPE FRUIT is a kind of large orange with a grape-like flavor. To serve: cut cross-wise and hollow out the center, in which place

a teaspoonful of soft sugar and a teaspoonful of sherry wine. Fruit plate and finger bowl and teaspoon. (Some prefer the grapefruit without the wine, and to help themselves to the sugar.)

BANANAS are served in compotes as mixed fruit, or fruit in season. Fruit plate, salt and sugar, finger bowl.

BANANAS sliced (with grated cocoanut). Serve in sauce dishes; salt, soft sugar and cream.

MANDARINS, a variety of orange, are served in compote as mixed fruit. Fruit knife, fruit plate and finger bowl.

APRICOTS are served the same as mandarins.

ORANGES are served from compote or fruit dish with fruit plate. Soft sugar, fruit knife, teaspoon, finger bowl.

When oranges are sliced the rind is removed and the fruit sliced crosswise so as to remove the core and seeds. Serve in sauce dishes, or on plate. Fruit knife, spoon and soft sugar.

In serving oranges a guest will sometimes order the waiter to squeeze the oranges. Ordinarily, however, a waiter should not squeeze oranges; but, in a case of this kind, where a guest orders it to be done and the waiter is forbidden to do so by the hotel management, he should go to the head waiter and consult him and proceed according to his directions.

CANTALOUPE is served in halves or quarters from compote with cracked ice. Soft sugar, salt and pepper, fruit plate, teaspoon and finger bowl.

WATER MELON is cut in eighths and served on plate with knife, fork, soft sugar and salt.

When served from compote the rind is removed, and is accompanied with soft sugar and salt. Fruit plate, knife and fork.



**JAPANESE PERSIMMONS** resemble tomatoes. Serve with plate, spoon and finger bowl.

**PINEAPPLE** is removed from the rind by cutting off the top and bottom and inserting a thin steel knife between the rind and fruit. Lift the fruit out of the rind; slice and place soft sugar between the layers and return to rind. Place the pineapple upright on plate. Serve in sauce dishes, knife, fork, spoon, soft sugar and finger bowl.

**BAKED APPLES.** Served in sauce dish with cream and sugar. Teaspoon.

**STEWED PRUNES.** In sauce dish with cream. Teaspoon.

**STEWED PEACHES, DRIED.** In sauce dish with cream, sugar, teaspoon.

**COOKED FRUIT—PEACHES, PLUMS, DAMSONS, CHERRIES, PEARS, etc.** Serve in sauce dish or individual compote with cut glass sauce dishes. Cream and sugar when required. Tea spoon.

## HANDING THE BILL OF FARE.

It is customarily the headwaiter's duty to present the bill of fare to a guest, but it often happens that this item of service must be performed by another; and a waiter should always bear in mind that he should not place a menu card, or, in fact, any article whatever, directly in guest's hand. There is a reason for this as there is for all points of table etiquette. A rude or ill-tempered person is quite likely to receive what is offered him with a jerk or some other unpleasant manifestation, and whether it is meant for a slight to the waiter or not, that is the way it is usually taken, and an attentive obliging waiter is suddenly transformed into something quite the reverse; therefore bills of fare, knives, spoons, etc., should always be placed on the table beside the plate and never handed directly to the guest.

TO AVOID TROUBLE WITH DISSATIS-  
FIED GUESTS.

It often happens that a guest will refuse to accept his order and will then ask a waiter to smell or taste of some article of food that displeases him. When this occurs the waiter should not attempt to argue the question for a moment, but should at once go to the kitchen and state the case to the head cook. If the cook refuses to provide another order the waiter should go to the head waiter and leave the responsibility with him.

All kinds of people go to hotels and some of them have peculiar ways of ordering things, especially in the summer when the temperature in the kitchen is ninety degrees. Under such conditions one of these peculiar people will be quite likely to order steak with a little fat on the end, and not scorched anywhere, and with crisp bacon, accompanying the order with a threat that if everything is not brought to him exactly as ordered that he will send them back. The waiter repeats the order in the kitchen, but not the threats, and nine times out of ten the broiler will pay no attention to the details. If the waiter feels doubtful about serving the order he should go to the head waiter and show him the steak. The head waiter has the authority to use his judgment in such cases, and may tell you to serve the steak. If the guest refuses to accept it return to the head-waiter, who will probably give you a special order to the steward, to have steak broiled according to order. But to show yourself equal to such emergency, it will be to your advantage to try and fill your order pleasantly between the broiler and yourself, without the aid of the proper officials; for you may make matters unpleasant for yourself thereafter with the broiler.

(In this connection I would say that in some houses the buyer has such a false idea of economy that he purchases inferior goods and the cooks are obliged to make the best of them, and if the guests are dissatisfied the blame can only be placed where it belongs.)

### DEPARTMENT.

In strictly first class hotels waiters are never permitted to carry trays over head. But you should learn to carry a tray on one hand, and let that be your left hand, and strive to master the tray; or carry it in both hands to be safe.

Never run, hop, skip or jump while at work in the dining room, but have a lively gait, swift and silent, and not calculated to attract attention.

When standing at rest you should never place your feet upon the rounds of the chairs or lean against the walls, but stand erect.

Never wait to be told to remove soiled dishes from a table, but make yourself generally useful.

Remain at your station; never leave it unless by permission.

And, above all things, never have too much talk for the officers of the room. Keep as far away from them as possible and always keep a watchful eye on them, so that when needed you may know it.

When signaled move quick.

If you find yourself late one hour in the morning, do not lay off, but report for work; for in doing so you may save your position and be in time to help your fellow men up the hill with a heavy load.

Keep out of strikes. If you are asked to join in a strike for better wages refuse point blank. And I would advise you to offer to quit; but first explain why you do so, stating your reason for quitting is to keep out of strikes.

## TAKING A GUEST'S ORDER.

A waiter's first duty after a guest is seated at his station is to serve him with a glass of water; and even in so small a matter as this, certain rules are to be observed. The glass should be held as near the bottom as possible without awkwardness, and placed six inches to the right of the silver. The next move is to quietly pass to the left of the guest and say, "I will take your order please." When doing this the waiter should stand about two feet from the table, with his body slightly inclined. When the order is brought to the guest, if he should be found holding his newspaper in such a manner as to obstruct service, the waiter should say in a low tone "I will serve your order, please." He should then proceed to do so, gauging the space that the dishes are to occupy so accurately that they will not have to be moved or shoved in any way after they are on the table.

## REQUISITES OF FIRST CLASS SERVICE.

Service of the very best class is only possible with people who have plenty of time, in fact, the leisure—who are not obliged to hurry through their meals on account of business—and for them table service must be a fine art. In the first place, every accessory must be in perfect keeping with the character of the service—rich and immaculate—and the waiter should spare no pains to render himself harmonious with his surroundings. Personal neatness should be his watchword, clean skin, and well brushed finger-nails should be the first consideration; and no hint of tobacco or anything else objectionable should be about breath or garments. His linen should be spotless. For breakfast and luncheon he should wear a Tuxedo coat with black trousers, and well polished shoes with rubber heels. For dinner, full

dress black suit with white linen and black necktie, is the regulation dress. Be particular to wear cuffs.

\* \* \*

### THE CAPTAIN.

To the head waiter the captain is a very important man, more especially in houses where a second waiter is not employed.

The captain's duties are many and trying, and much responsibility is vested in him to carry out the instructions of the head waiter. There are generally three captains—the Morning Watch captain, the Day Watch, and the Middle Watch captain. The morning watch captain is the most important one, and, in a house where there is only one captain, he is the backbone to the head waiter.

The morning watch captain's duty is to open up the dining room, and he is in full charge of the room until the head waiter comes on duty.

Each captain has under his personal charge a number of men, say from six to twenty. The morning watch captain and his men are due in the dining room at the hours indicated in Diagram No. 1. Their first duty is to raise the windows to air the room. Each watch is so regulated by the captain that each man, or squad of men, know their particular duty to perform without being told each day. For instance, three men may be detailed to sweep, two to dust chairs, windows, etc.; two men on water bottles; one man each to run on knives, forks and spoons; a man to trim and polish salt and pepper shakers; and then the linen man (who generally works on the morning watch): he folds all napkins and places them on the tables.

After the above side work has been performed, it is about time to open the dining

room proper, or the ordinary, to serve early breakfast.

The morning watch serves all early breakfasts and up to 9.30 a. m., or as indicated in Diagrams Nos. 1 and 2. Then they are supposed to be off watch; unless there is some special side work to be done, such as polish silver or clean windows, as such work generally falls on the morning watch to do.

The day watch is responsible for the condition of the room the balance of the day.

The middle watch generally sweeps, dusts, re-fills water bottles, empties finger glasses, re-fills sugar bowls, and is then off duty until the next meal hour or roll call.

The day watch serves all late meals, changes all cloths that the previous watch failed to change, and puts room in perfect condition.

Each captain is held responsible for the condition of the room each day that he is on watch, and the headwaiter looks to him to carry out instructions to the minutest detail. The captain is the one to suffer for any neglect on the part of his men. But the captain's job is a stepping place to higher position.

### THE BUSSMAN.

The bussman has no particular fancy line of duty to perform. Generally his work is to break ice and place it in the dining room at each meal hour; keep the ice bowls filled at all times and remove them from the dining room after each meal, washing and taking special care of them. Generally he sweeps, mops, washes windows, carries soiled dishes in butler's trays from dining room, removes all broken dishes that are accidentally broken by waiters, keeps all water or muss from dining room floor during meal hours, and makes himself generally useful around the dining room. In fact, he is generally the head and second

waiter's messenger boy between dining room and kitchen. He also keeps the water bottles filled during meal hours, removes all soiled napkins from tray racks, assists waiters to give prompt service by returning to the kitchen for any article forgotten by waiter. He generally works with the morning watch. By being bright, quick-witted and neat, he is in line for promotion as waiter.

### THE WATER BOY.

Many first-class hotels employ a water boy. His duty is to serve the guests with water. When the head waiter seats a guest, it is the boy's particular duty to serve each guest with a glass of water. But I have found the water boy, in a great many instances to be detrimental to good service, and, for my part, I would rather not have him. It makes a waiter forgetful of his first duty; for in a house serving one to three hundred persons at a meal, it is impossible for one boy, or three boys, to give good water service. And a great many times the head waiter is reprimanded for the waiter's neglect to serve water.

A glass of water answers as a flag of peace to the head waiter. It indicates that the waiter has been at his station. But sometimes the water boy may serve water, and the waiter may not return to his station for fifteen minutes, which causes a complaint from guest.

A good bright boy is worth while more especially when he has a good knowledge of wine service; for his duty then is generally to go to and from the bar and serve drinks. I knew of one, only one, boy worth while.

### THE LINEN MAN.

The linen man is a serviceable man indeed to a head waiter, as much trouble may be had from this important line of branch work, if not properly attended to. The housekeeper, pro-

prietor, manager and steward are continuously finding napkins and side towels in the kitchen, halls and coat room; and the housekeeper is generally short on her inventory of table linens each month, which is charged to the dining room.

The linen man, who is assigned from the morning watch, should be a painstaking, trustworthy man. His duty is to carry all linen to and from the dining room, and it should be counted to him each way. He should buy (exchange) his clean linen piece for piece for the soiled linen that he turns in.

A general shortage seems to always exist in linen, and the dining room linen man is responsible for it, as being careless, or not looking after it properly. I have found the carelessness is sometimes due to the girl employed in the linen room who issues out the linen. The laundry sends all linen to the linen room in stacks of ten, and the girl issues out as they come from the laundry, without first counting. Often these stacks are short; and sometimes they have more than ten napkins to the stack.

The linen man's duty is to look after all linen that is used in the dining room, gather it up after each meal, look for it also in the waiter's coat room, the halls and kitchen. He superintends the changing of cloths and table felts, folds all napkins for parties and banquets, issues all side towels and gathers up the same after each meal, issues all rags for cleaning, and tray cloths for private orders or parties.

\* \* \*

### **TO SET THE BREAKFAST TABLE.**

Spread felt, then cloth.

Lay the table as indicated in Diagram No. 5.

Napkins folded about six-inches square, placed straight at edge of table.

Lay fork tines up; lay knives with sharp edges toward napkin.



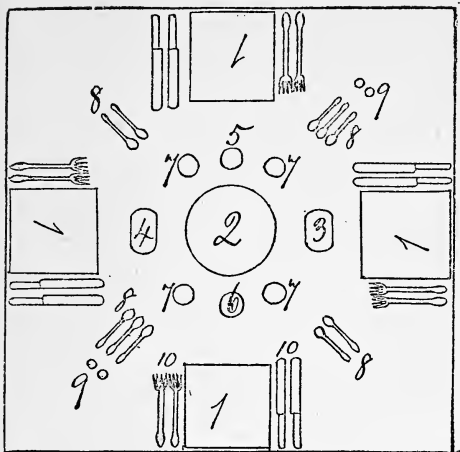


DIAGRAM NO. 5.

THE BREAKFAST TABLE: 1, Napkins; 2, water bottle; 3, loaf sugar; 4, soft sugar; 5, vinegar; 6, oil; 7, water glasses; 8, tea spoons; 9, salt, pepper; 10, knives (1 steel, 1 silver); forks.

### TO SET THE DINNER TABLE.

Same as Breakfast table (diagram No. 5), except place soup spoon between knives.

If oysters in season, oyster fork next to knife.

\* \* \*

### BREAKFAST ORDER (1).

*Fruit in season*  
*Oatmeal*  
*Panned oysters*  
*Broiled whitefish*

In serving an order of this description the fruit and oatmeal are brought in first; the fruit in a compote with a fruit plate; the oatmeal in oatmeal bowl or saucer with small plate beneath, with similar saucer or bowl on plate for service. The accessories are cream, soft sugar, fruit knife, spoon and finger bowl. The knife

and spoon are of course placed at the right of the plate, finger bowl to the left.

While the guest is disposing of this course the waiter should return to the kitchen and get the panned oysters and broiled whitefish, hot roll and piece of butter. These should be placed on the table in the following order, the soiled dishes of the first course having been first removed:

Place service plate.

Serve oysters on platter; table spoon to the right.

Remove oyster service.

Place clean service plate.

Serve fish on platter.

Then pass worcestershire sauce, taking care not to shake the bottle. (The waiter should never under any circumstances take the cork from a bottle of worcestershire sauce. The reason for this is that the guest, not noticing the removal of the cork, is more than likely to shake the bottle and treat himself to a most unwelcome spattering.)

### BREAKFAST ORDER (2).

*Bouillon*

*Fruit in season*

*Cracked wheat*

*Panned oysters*

Serve bouillon first in cup and saucer, with six-inch plate under saucer; pass crackers, salt and pepper.

Remove.

Serve fruit in season in compote; fruit plate, finger bowl, etc. (See breakfast order No. 1.)

Remove fruit service.

Serve cracked wheat. (See "oatmeal," breakfast order No. 1.)

Remove cracked wheat service.

Serve panned oysters; place service plate, then oysters on platter, with table spoon to right. Pass salt, pepper, worcestershire sauce, bread.

## BREAKFAST ORDER (3).

A breakfast order in a strictly fashionable hotel, with silver service, would be rendered in the following manner:

*Fruit in season*  
*Hominy grits*  
*Broiled shad, maitre d'hotel*  
*Broiled spring chicken*  
*French fried potatoes*  
*Plain bread*  
*Coffee*

Fruit in season is served in individual compote, the fruit plate and knife being placed on the table first, with soft sugar, etc., at the right and finger bowl at the left; after which the waiter proceeds to serve the hominy grits and cream.

In a service of this description nothing should be served directly from the hand. Each article should be placed on the table from a small silver server. The habit of using both hands at once in serving should be guarded against as it is both awkward, and, except in rare cases, unnecessary. All small dishes can be served from the tray with the right hand, and large dishes should be passed from the left hand to the right and from the right to the table; consequently, serve from left side of guest.

While the guest is engaged with the fruit course the waiter should go to the kitchen and order the shad and chicken. The shad would undoubtedly be prepared and he should set the tray with the fish on platter with silver cover, coffee in pot, cream, etc., one slice of plain bread, one roll, one piece of butter. Then return to the dining room and remove fruit service from the table.

Serve the coffee, passing cream, etc.

Then place service plate, knife and fork, and return to the tray and bring shad and place the platter crosswise on the table and in front

of service plate. Pass salt and pepper. The shad should be garnished with parsley and a slice of lemon.

The waiter should now return to the kitchen and get the broiled chicken and potatoes.

Remove fish service; place breakfast plate.

Go to tray and get chicken and potatoes: Place platter lengthwise on the table in front of breakfast plate with potatoes on opposite side.

Pass salt and pepper, and offer to get a fresh pot of coffee.

(In regard to this service I will say that a waiter of ten years' experience could serve it with comparative ease, but it would certainly be hard for a waiter with only the experience of a country hotel to acquit himself. The waiter should not use a side towel or have one in sight while serving a meal in this manner. Roller towels will be found in the kitchen from two to three yards long. The dishes must be so hot that they can be barely held in the hands.)

#### BREAKFAST ORDER (4).

*Sirloin steak*  
*French fried potatoes*  
*Omelet*  
*Coffee*

In many of the hotels of the country a system of economy is practiced that decrees that a sirloin steak shall be cut down very small, and the greatest art on the part of the waiter is necessary in serving it to make it satisfactory. Care must be taken that it is hot and nicely garnished.

The steak platter should be placed to the right front of the service plate; the omelet next on the left and the French fried potatoes next.

If two or three orders are to be served at the

same table the same care must be exercised in placing the dishes so that they will not have to be moved or replaced

### BREAKFAST ORDER (5).

TO SERVE FOUR PERSONS, FAMILY STYLE.

*Fruit*  
*Oatmeal*  
*Chops*  
*Omelet*  
*Fried potatoes*  
*Coffee*

Instructions on fruit and oatmeal (see breakfast order No. 1).

Place four breakfast plates in front of guest at head of table.

Place one large platter of chops to right of plates; place omelet; then fried potatoes.

As host helps each plate, serve ladies first.

Pass salt, pepper, worcestershire sauce, rolls.

Place cups and saucers.

Pass sugar and cream to each guest.

Serve coffee.

Refill water glasses.

(The same service may apply to a party of ten or more.) But to make service quick, (if, for ten persons, for instance) place five plates at each end of table.

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### BREAKFAST OR SUPPER.

Service of      *Chops*  
                     *Hash*  
                     *Potatoes*  
                     *Boiled eggs*  
                     *Toast*  
                     *Coffee*

## TO SERVE BREAKFAST OR SUPPER.

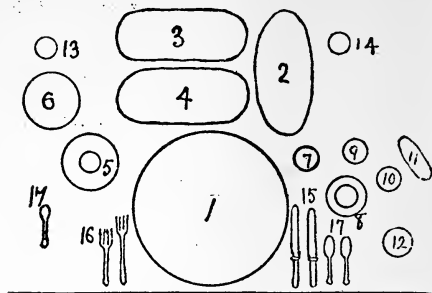


DIAGRAM NO. 6.

1, Breakfast plate; 2, chops; 3, fried potatoes; 4, hash; 5, boiled eggs; 6, toast; 7, butter; 8, cup and saucer; 9, water glass; 10, cream; 11, sugar bowl; 12, coffee pot; 13, pepper; 14, salt; 15, one steel knife and one silver knife; 16, two forks; 17, tea spoons.

## DINNER.

*Caviar*  
*Blue-points*  
*Celery and olives*  
*Roast beef*  
*Capon*  
*Mashed potatoes*  
*Asparagus*  
*Green peas*  
*Ice cream and cake*  
*Nuts*  
*Cheese*  
*Crackers*  
*Coffee*

Caviar is served before the oysters, as it is in the nature of an appetizer.

The service plate should be on the table when oysters are served, and celery and olives should accompany them.

The waiter should then pass the relishes, horseradish, catsup, vinegar, etc., service being from the left. Remove oyster and service plate, place hot service plate in front of guest.

## TO SET A TABLE FOR DINNER SERVICE.

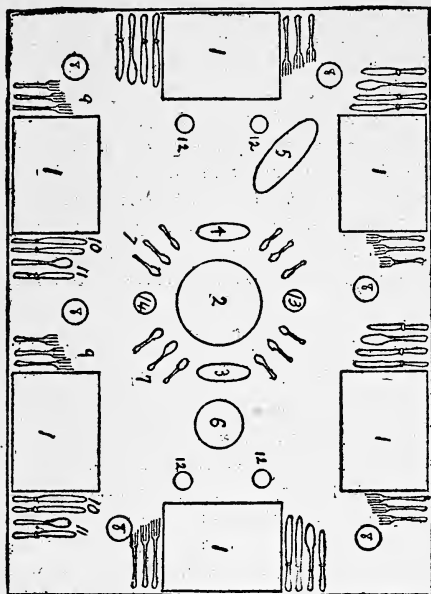


DIAGRAM NO. 7.

1, Napkins; 2, water bottle; 3, soft sugar; 4, hard sugar; 5, bread tray; 6, crackers; 7, tea spoons; 8, water glasses; 9, three forks; 10, one steel knife next to napkin, and one silver knife; 11, soup spoon, butter spread; 12, salt, pepper; 13, oil; 14, vinegar.

Then serve roast beef to the right front of the service plate, capon next on the left, potatoes, green peas, and asparagus on the left side.

In serving the dessert order the ice cream is placed down first directly in front of the guest, the cake in front of that, with nuts to the right, crackers and cheese to the left, and coffee at right of plate.

Coffee with dessert is always served in small cups, unless otherwise requested.

When several guests are to be served with coffee at the same table the coffee should be poured into the cups while they are on the tray and served from the tray.

It is very necessary for a waiter to know exactly the proper order in which to serve a dinner according to the best established usage, and having performed his duty in this respect he need not be concerned as to the method in which a guest chooses to dispose of the various dishes.

\* \* \*

### DINNER FOR FOUR, FAMILY STYLE.

If the above menu is served to a party of four in family style, with soup instead of oysters, four soup plates are placed in front of the host. The soup tureen is then placed in front of the plates, with ladle to right of plates, and the host proceeds to serve his guests passing the soup plates to the waiter, who stands at his left side, who serves it to the guest farthest removed from the host on the right.

On placing the tureen the waiter should remove the cover, taking care that it is placed bottom upward on the tureen plate. This seems a small item, but if it is not observed an unsightly spot on the table linen is sure to result.

The meats and mashed potato are served in the same way by the host.

If instead of all grown people this party should consist of two adults and two children, the waiter who has the interests of the house at heart will exercise discretion in judging of the proper amount to be served to the party, as very small or half grown-children would not require a full-sized cut of beef or capon.



A safe rule to follow where children are at table in a party of this size is to serve three full sized cuts of both beef and capon.

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### DINNER FOR FOUR, FAMILY STYLE.

*Roast beef*  
*Oyster patties*  
*Mashed potatoes*  
*Asparagus*  
*Peas*  
*Punch*

Place four dinner plates in front of guest at head of table, with sufficient silver, table-spoons, etc.

Then place large platter with four cuts of beef to the right of plates.

Patties next to left of beef on a size smaller platter.

Next place the mashed potatoes.

Then place four 6-inch plates in front of lady, with one large platter of asparagus from which the lady will help each plate, to be passed by the waiter.

Peas to be served same as asparagus, only in sauce dishes.

Next serve punch to the right side, with small plate under glass.

Teaspoon.

Pass salt, pepper, bread.

Refill water glass.

---

### NOTES.

In serving fish for dinner always serve on small plates.

You have been instructed to serve asparagus on 6-inch plates in serving a party of four. The same service may be applied to sweet entrees, small patties, corn on cob, etc.

Serve all stewed vegetables in vegetable dishes.

When serving family style use sauce dishes.

## DINNER. (SIX ORDERS.)

*Mock turtle soup*  
*Sliced tomatoes*  
*Cucumbers*  
*Fillet of red snapper*  
*Roast beef*  
*Turkey with cranberry sauce*  
*Peach fritters*  
*Mashed potatoes*  
*Asparagus*  
*Green peas*  
*St. Julien punch*  
*Shrimp salad*  
*Ice cream*  
*Dates*  
*Mince, pumpkin and apple pie*  
*Edam Cheese*  
*Small coffee*

This lesson is to illustrate the method of serving well and quickly six guests separately, coming to table at different intervals.

*See Diagram No. 9—Table of trips to kitchen.*

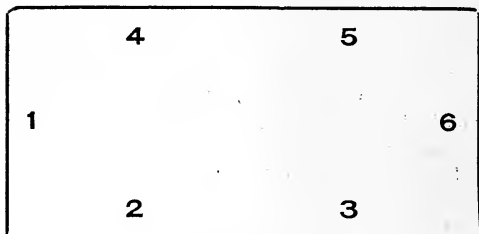


DIAGRAM NO. 8.

Let it be supposed that No. 1 comes in and takes his place first. The waiter places glass of water, etc., and takes order for soup, fish, sliced tomatoes, etc. Soup is served first with fish to the left; sliced tomatoes and cucumbers to the left in sauce dishes or on small plates. These being placed, the waiter passes vinegar, oil, soft sugar, salt, pepper, Worcestershire sauce, crackers, bread, etc., and then takes

TRIPS TO KITCHEN	SOUP AND FISH ORDER	DINNER ORDER	DESSERT ORDER
1st TRIP	FOR NO. 1		
2nd "	NO. 4		
3rd "	NOS. 5 and 6	NO. 4	NO. 1
4th "		NOS. 5 and 6	
5th "	NO. 2		NO. 4
6th "		NO. 2	NOS. 5 and 6
7th "	NO. 3		
8th "		NO. 3	NO. 2
9th "			NO. 3

DIAGRAM NO. 9.

## ILLUSTRATING TRIPS TO KITCHEN.

This diagram may serve to illustrate more clearly the waiter's work in the nine trips he makes to the kitchen during the time he is waiting on the six diners at his table, as described under head of "Dinner, six orders."

dinner order from No. 1, and soup order from No. 4.

Goes to kitchen and returns with roast beef, turkey, mashed potatoes, green peas, punch, etc., for No. 1, and soup order for No. 4.

Serves soup to No. 4, then removes soiled dishes and serves dinner to No. 1.

Takes dinner order from No. 4, and soup order from 5 and 6. By this time No. 1 is

ready for dessert. Waiter removes all soiled dishes from before him and crumbs table. No. 1 orders ice cream, mince pie, cheese, dates and small coffee.

On returning to kitchen he stops first at the pantry and leaves dessert order, and he should see that knife for cheese, fork for pie and spoons for coffee and ice cream are on the tray.

Returning to the dining room he first places dessert order for No. 1, and then quickly removes soiled dishes from No. 4 and serves dinner order, then serves soup order to 5 and 6.

Goes to kitchen for dinner orders for 5 and 6. Returns to dining room and serves dinner to 5 and 6.

Guest No. 2 arrives and orders soup, fish, etc. No. 4 is now ready for dessert and the waiter removes soiled dishes, crumbs table and takes his order.

Waiter returns to kitchen, brings dessert for No. 4 and soup and fish to No. 2.

Serves dessert order to No. 4 first, then serves soup and fish to No. 2. Nos. 5 and 6 are now ready for dessert. Removes soiled dishes, crumbs table and takes dessert order from 5 and 6, and dinner order from No. 2.

Returning to kitchen, stops at pantry, gives dessert order for 5 and 6, then proceeds to get dinner order for No. 2; on his return to pantry picks up dessert order. Returning to dining room serves dinner order to No. 2, then serves dessert order to Nos. 5 and 6, passing finger bowl, etc.

No. 3 has now arrived, orders soup, fish, sliced tomatoes, cucumbers, etc. Waiter takes soup order to kitchen.

Returning to dining room he serves No. 3 soup, etc., and removes all soiled dishes from Nos. 1, 4, 5 and 6, and sets up table.

No. 2 is now ready for dessert and No. 3 for dinner. Waiter takes both orders as illustrated, returns, serves dessert to No. 2, then dinner to No. 3.

After No. 3 has been served with dessert and the table is empty the waiter proceeds to change the table cloth, if the house is abundantly supplied with linen; if not and the cloth is not much soiled, it should be turned over and table set up for the next meal. Everything about the table should be as spotlessly clean and bright as it is in the power of the waiter to make it.

\* \* \*

### REFILLING WATER GLASSES.

The waiter should remember never to remove a glass from the table to refill it. Always fill it after the first service, while it is on the table. The reason for this is that should a waiter remove several glasses at the same time from the table he is quite likely to mix them up in returning them, the mere suggestion of which is very distasteful to the guest.

\* \* \*

### DON'T BRING MORE THAN GUEST ORDERS.

Another point to be observed is to take orders with exactness and never bring to a guest anything he does not order. It sometimes occurs that a guest does not know how to order from a menu card, but even so, the waiter is more apt to give offense than to receive thanks should he attempt to enlighten him. Again, a guest may be of a dyspeptic nature and very whimsical about his meals. He may order only one or two articles from a bill of fare and will be angry if more are brought to him; so that the rule to always observe is to do exactly as bidden. Should a guest glance at the bill of fare and say "Bring me the

whole thing," the waiter may do so, but limit himself to a small quantity of each article, as *a full order of everything on the bill of fare would result in unnecessary waste and loss to the house.* Here as in every detail of dining room service a waiter must exercise judgment if he would be sure of success.

Should a guest order something that is not on the bill of fare, the waiter must go to the head waiter for an order for the article before taking it to the kitchen.

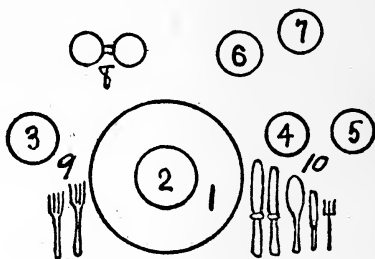


DIAGRAM NO. 10.

SERVICE OF OYSTER COCKTAIL PREVIOUS TO DINNER ORDER: 1—Six-inch plate; 2—Cocktail; 3—Crackers; 4—Butter; 5—Water; 6—Vinegar; 7—Tabasco sauce; 8—Salt, pepper; 9—Two forks; 10—Steel knife, silver knife, soup spoon, butter spread, oyster fork.

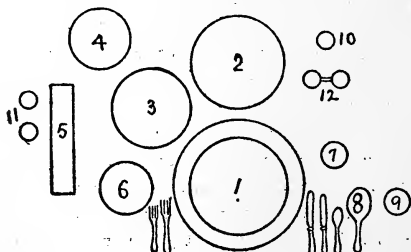


DIAGRAM NO. 11.

Service for one of

*Soup*

*Fish*

*Celery*

*Cucumbers*

1, Base and soup plates; 2, soup tureen; 3, fish; 4, bread and crackers; 5, celery; 6, cucumbers; 7, butter; 8, soup ladle, steel knife, silver knife, soup spoon; 9, water; 10, table sauce; 11, oil, vinegar; 12, salt, pepper.

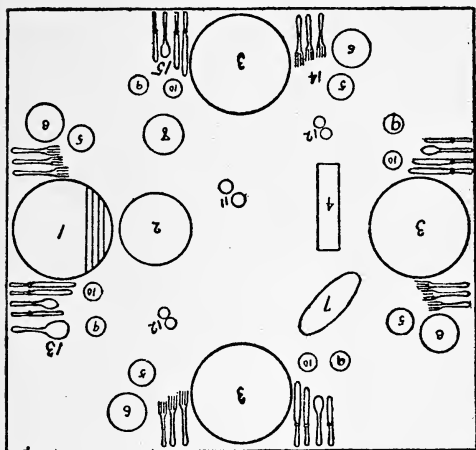


DIAGRAM NO. 12.

DINNER.

*Soup*

*Fish*

*Celery*

*Cucumbers*

Service for four.

1, One service and four soup plates; 2, large soup tureen; 3, service plates; 4, celery; 5, cucumbers; 6, fish; 7, tray of bread; 8, crackers; 9, water glass; 10, butter; 11, oil and vinegar; 12, salt and pepper; 13, soup ladle; 14, three forks; 15, one steel knife next to napkin, one silver knife, table spoon, butter spread.

## DINNER FOR FOUR, FAMILY STYLE.

*Chicken*  
*Oyster patty*  
*Peaches a la conde*  
*Asparagus*  
*Potatoes*  
*Peas*  
*Corn*  
*Tomatoes*  
*Sherbet*

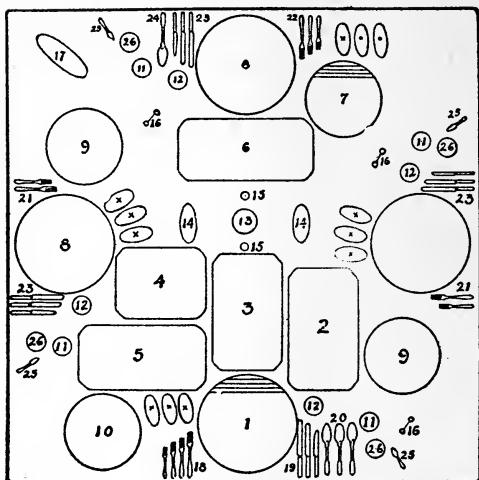
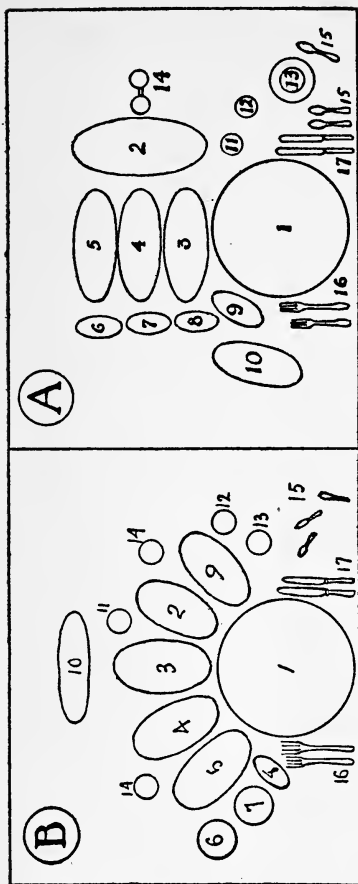


DIAGRAM NO. 13.

1, Four dinner plates; 2, roast chicken; 3, oyster patties; 4, potatoes; 5, asparagus; 6, peaches a la conde; 7, four 6-inch plates for entree; 8, where dinner plate should be placed after helped by host; 9, where entree should be placed after helped by hostess; 10, to take the place of No. 5 after asparagus platter has been removed; 11, glass of water; 12, butter; 13, water bottle; 14, soft and hard sugar; 15, oil and vinegar; 16, salt and pepper; 17, bread; 18, four forks; 19, one steel knife, one silver knife, one butter spread; 20, three table spoons; 21, two forks; 22, three forks; 23, one steel knife, one silver knife, one butter spread; 24, one table spoon; 25, tea spoon; 26, sherbet; x, peas, corn, tomatoes.



## DIAGRAM NO. 14.



KEY TO DIAGRAM NO. 14.—A, ARTISTIC SERVICE; B, BAD SERVICE.

1, Dinner plate; 2, roast beef; 3, chicken; 4, fritters; 5, asparagus; 6, potatoes; 7, peas; 8, tomatoes; 9, corn on cob; 10, bread; 11, butter; 12, water; 13, sherbet; 14, salt, pepper; 15, tea spoons; 16, forks; 17, knives.

## CONTRASTING ARTISTIC AND BAD SERVICE.

(See diagram No. 14.)

Service for one of

*Roast beef*  
*Chicken*  
*Asparagus*  
*Fritters*  
*Potatoes*  
*Tomatoes*  
*Peas*  
*Corn on cob*  
*Sherbet*

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## DINNER PARTY OF TWELVE SERVED BY ONE WAITER.

Each year brings to the head waiter new problems of service to master with a small crew of waiters.

Many hotels have several party rooms in addition to the main dining rooms, and the management caters to small parties, which generally take place during the busiest hour of the dinner meal. Such parties, from the proprietor's view, are never so profitable as to warrant the hiring of an extra waiter or waiters to serve; and often one waiter will be assigned to serve a party of ten or twelve persons. It takes a waiter of years' experience to carry out such service without some one to continuously post him, and a waiter who is capable of rendering such service is a jewel.

For illustration: Mr. and Mrs. B. have arranged for a party of twelve persons at 7 p. m. sharp in Room No. 3, to be served in courses, and this is the menu:

	<i>Canape</i>	
<i>Salted almonds</i>		<i>Olives</i>
	<i>Blue Points</i>	
	<i>Bouillon en tasse</i>	
	<i>Planked shad</i>	
	<i>Cucumber</i>	
<i>Champagne</i>	<i>English mutton chops</i>	
	<i>Potatoes, Fitz William</i>	
	<i>Broiled mushrooms, under glass</i>	
	<i>Head lettuce salad</i>	
<i>Neufchatel cheese</i>	<i>bar le duc crackers</i>	
<i>CIGARS</i>		<i>Coffee</i>

The head waiter received notice of the party about 10 a. m., together with all instructions as to service, decorations, wine, cigars, and time of service, and that one waiter only is to do the serving.

After selecting a waiter capable of serving such a party, instructions are given him, and, after luncheon, the party table is put in order.

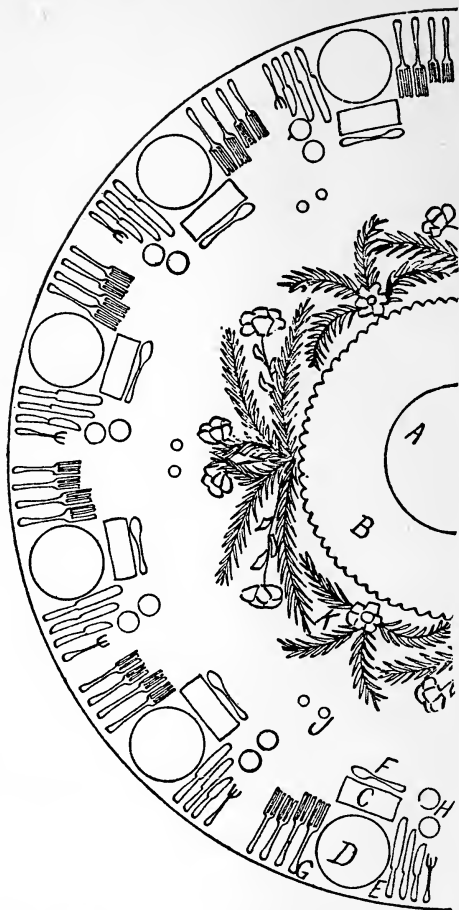
The private rooms should have a buffet and a small service table about 2x4 feet. The party table should be round, oval, or square. Your requisition for such service would be:

### SILVER.

- 16 steel knives
- 16 fish knives
- 16 butter spreads
- 16 cheese knives
- 16 small knives
- 16 heavy forks
- 16 small forks
- 16 fish forks
- 16 salad forks
- 16 oyster forks
- 2 olive spoons
- 2 nut spoons
- 16 bouillon spoons
- 16 A. D. spoons
- 1 large fish knife, serving
- 1 large fish fork, serving
- 2 large forks, carving
- 2 large knives, carving

### LINEN, ETC.

- 1 table felt
- 1 linen cloth large enough to cover table
- 16 napkins
- 3 doilies for bread and wafers
- 6 side towels
- 1 center piece (guest's property)
- 1 large flower vase
- 12 water glasses
- 12 champagne glasses
- 6 salt and pepper shakers
- 1 bottle worcester sauce
- 2 bottles tabasco
- 1 horse radish
- 12 finger bowls
- 2 service trays



- 1 ice bowl
- 1 ice tongs
- 2 tray rests

At 2 p. m. proceed to set the table in the following way:

SEE DIAGRAM NO. 15.

All table sauces should be in the buffet out of sight.



DIAGRAM 15.

TABLE SET FOR DINNER PARTY OF TWELVE PERSONS: A. Flower vase; B. Linen center piece; C. Napkin; D. Service plate; E. Steel knife, fish knife, butter knife, oyster fork; F. Teaspoon; G. Roast fork, salad fork, two small forks; H. Water glass, champagne glass; J. Salt and pepper; K. Ferns and roses.

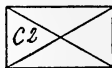
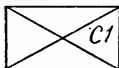
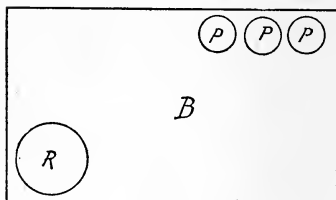
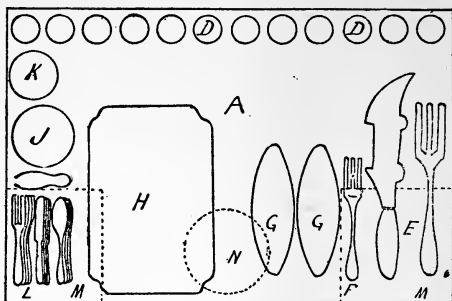


DIAGRAM NO. 16.

BUFFET, SERVICE TABLE AND TRAY RESTS:  
 A. Buffet; B. Service table; C. Tray rests C1 and C2; D. Finger bowls; E. Fish knife and fork; F. Service fork; G. Bread tray, cracker tray; H. Service trays; J. Ice bowl and tongs; K. Water bottle; L. Extra silver; M. Closets for linen underneath; N. Where wine cooler stands underneath; P. Matches, cigars, ash tray; R. Twelve ten-inch dinner plates.

At 6 p. m., your table all set and decorated, proceed to arrange the silver, wafer and bread trays (with doilies on); then get salted almonds in two cut glass dishes; also the olives, and place them on the party table, with ice on the olives.

At 6:30 proceed to fill water glasses with block ice.

Get one bowl of ice and place it on buffet (as in diagram No. 16).

Then put butter on plates and place them on table at point of knife.

Get wine cooler and place it under buffet (as shown at N in diagram No. 16).

Fill glasses with water.

As the hostess generally does her own floral decoration, you seldom have such work to do; but sometimes flowers are sent and left for the head waiter to arrange upon the table.

You are now ready for service and the guests are seated (you have previously notified the steward and chef that the party will seat at once).

Now, Mr. Waiter, keep a cool head and let me carry you through to success.

Proceed to the kitchen for canape; return to dining room; place tray on tray rest C1. Take silver service tray; place on as many canapes (which are on eight-inch plates) as it can hold. Serve the canape on the service plate D, as in diagram No. 15.

Refill water glasses.

Leave the tray on which you brought in the canapes on tray rest C1.

Return to kitchen for Blue points.

Return to dining room; place Blue points on tray rest C2.

Proceed, if through, to remove canape service, placing soiled dishes on tray C1.

Serve Blue points.

Pass tabasco sauce only; other sauces if asked for.

Pass almonds and olives; then wafers, salt and pepper.

Refill water glasses.

Take tray C1 with soiled canape dishes;

proceed to kitchen; return with bouillon; place tray with bouillon on tray rest C1.

Remove Blue point service; place on tray C2.

Serve bouillon, and, as in previous course, pass wafers, salt, and pepper.

Refill water glasses.

### *NOW YOUR TROUBLE BEGINS.*

Return to kitchen with tray C2 for planked shad and cucumbers. (The shad should be on two large planks about eighteen inches long.)

Get twelve hot plates and twelve cucumber portions (which should be on eight-inch plates, dressed).

Return to dining room; place plates and cucumbers on service table as shown in diagram 16. Put the plates in one stack.

### *STEP LIVELY.*

Back to kitchen and then return to dining room with two planked shad on tray C2.

Proceed to remove bouillon service, also service plates, and place them on tray C1.

Stretch out the twelve plates as shown in diagram No. 16.

Take large fish knife and fork; cut each shad in six equal pieces, as shown in diagram No. 17. Serve each plate with the sixth part of a shad; also with potato, parsley, and lemon arranged on plate as shown in diagram No. 17.

After serving all twelve plates, proceed to serve the cucumber (which is ready dressed); then pass salt, pepper and bread.

Refill water glasses with ice and water.

Replenish ice bowl.

A little time can be taken between this course. Return to kitchen with tray C1 (not forgetting to take with you the planks the fish were on, and the bouillon service also).



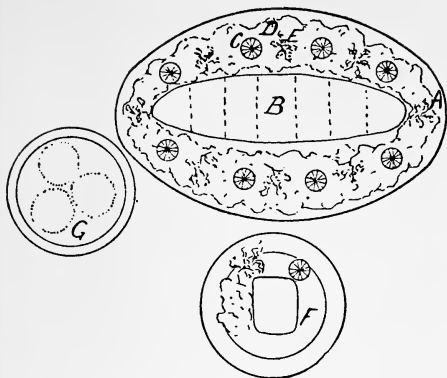


DIAGRAM NO 17.

SERVICE PLANKED SHAD WITH MUSHROOMS UNDER GLASS: A. Plank; B. Fish (dotted lines show where to cut); C. Lemon; D. Border of mashed potato; E. parsley; F. Eight-inch plate, with helping of fish, potato, parsley, and lemon on it; G. Mushrooms under glass cover.

Return to dining room with mushrooms under glass.

Remove fish course, placing it on tray C2.

Then serve mushrooms.

Pass wafers and bread.

Refill water glasses.

Return to kitchen with tray C2 for "chops and potatoes."

Double right back to dining room, as you did when you carried the fish plates in, bringing back twelve dinner plates for the chops, and twelve six-inch plates for the potatoes.

### STEP LIVELY.

Return to the kitchen for the chops, which will be on a large platter; and the potatoes, also on a platter.

Serve chops on a large dinner plate about

as you did the fish, only that each chop is to be served whole—no cutting. Decorate with parsley and lemon (which is on the platter when the cooks deliver it to you). Then stretch out the six-inch plates for potatoes; place a paper doiley on each plate, then the potato. Serve to left of chop plate.

Pass salt, pepper, Worcester sauce, bread.

### *BE LIVELY.*

Serve champagne. (Remove cork from bottle, as per instruction in chapter on wine service.)

Serve host first by pouring his glass one fourth full; then proceed to serve the balance of the guests. Finish by filling the host's glass.

Refill water glasses with ice and water; then replenish the wine glasses.

Now carry out any soiled dishes or silver that has accumulated.

Return to pantry for salad, which should be in a large bowl.

Get twelve cold plates; return to dining room; lay the plates out as you did in the previous service and proceed to divide the salad into twelve equal parts.

Guests are now about through with the chops.

Do not forget to keep wine glasses replenished often.

Remove chop service.

Crumb your cloth.

Serve the salad.

Pass the wafers.

Return to kitchen with tray C1 for cheese and crackers (which should be on six-inch plates).

Return to dining room; remove salad course.

Serve cheese; pass wafers or hard crackers.

Return to kitchen with tray C2 with the salad course dishes.

Return to dining room with coffee en tasse.

Remove cheese course.

Serve coffee. Pass sugar and cream.

Place ash trays to gentlemen.

Pass cigars, also matches.

Then serve finger bowls.

\* \* \*

## SUBSTITUTES FOR FRESH FISH.

I have often been asked what to serve in the absence of fresh fish; and as I suppose other waiters will have to answer the same question I will say, that in the absence of fresh fish, which is often out of reach in inland towns, the best substitutes are sardines, caviare on toast, fried scallops, soft shell crabs, deviled crabs, panned oysters, shrimps, terrapin in cases, broiled live lobster, lobster a la Newburg.

With raw oysters serve horseradish, sliced lemon, tabasco sauce, vinegar, salt, pepper, catsup, crackers.

With oyster stew serve pickles, cold slaw, bread, butter, catsup, salt, pepper.

With raw clams serve lemon, crackers, vinegar, tabasco sauce, salt, pepper,

With steamed clams serve drawn butter, salt, pepper.

With steamed oysters serve drawn butter, crackers, lemon, salt, pepper.

With scallops serve bread, butter, pickles, salt, pepper.

With broiled live lobster serve drawn butter, English mustard, worcestershire sauce.

Boiled lobster same as broiled live lobster.

The foregoing is given for the benefit of waiters who may be so placed that they have no chef to rely on for proper execution, many third rate cooks having no idea whatever of the accompaniments of the dishes above mentioned except in a general way.

**CHRISTMAS DINNER.**

To me, the Christmas dinner seems a perplexing meal for the average waiter to serve with dispatch and without confusion. I offer the following menu for illustration:

<i>Blue points</i>			
<i>Celery</i>	<i>Salted almonds</i>	<i>Olives</i>	<i>Gherkins</i>
<i>Consomme</i>			
<i>Green turtle soup</i>		<i>Bisque of oyster</i>	
<i>Planked shad</i>	<i>Whitebait</i>	<i>Fresh mackerel</i>	
<i>Cucumbers</i>	<i>Sliced tomatoes</i>	<i>Spanish onions</i>	
<i>Boiled leg</i>	<i>Canadian mutton</i>	<i>Currant jelly</i>	
<i>Fillet of beef larded</i>			
<i>Roast Christmas turkey, cranberry jelly</i>			
<i>Mashed potatoes</i>		<i>French peas</i>	
<i>Young suckling pig</i>			
<i>Browned sweet potatoes</i>			
<i>Stewed carrots</i>		<i>Pickled beets</i>	
<i>Roman punch</i>			
<i>Roast venison</i>			
<i>Opossum</i>			
<i>Celery and nut salad</i>		<i>Endive and cress salad</i>	
<i>Ice cream</i>	<i>Cake</i>	<i>Confections</i>	<i>Nuts</i>
<i>Mince pie</i>	<i>Pumpkin pie</i>	<i>Apple pie</i>	
<i>Roquefort</i>	<i>Brie</i>	<i>Swiss</i>	<i>Edam</i>
<i>Coffee</i>	<i>Tea</i>	<i>Milk</i>	

The above is an idea of what some Christmas bills are, and they have a tendency to upset the waiter.

When a guest has had oysters, soup, fish, turkey and vegetables, the average waiter, after crumbing his cloth, presents his menu only to find a fresh order coming as "roast pig with sweet potatoes, roast venison, celery salad, punch, etc." Such an order seems to completely upset a waiter and he scarcely knows what to do.

A word of advice: Proceed to reset the table with silver sufficient to complete the service, and carry out the second or supplementary order as you did the first; then, when

this is finished, remove the dishes, crumb the cloth, and present bill for a further order. You may then get an order for dessert.

Remember that the Christmas dinner affords opportunity for the guest to feast at the expense of the proprietor, and that such dinners are more of an advertisement than a money making venture for the house.

\* \* \*

## **SERVICE OF RELISHES, SALADS, PRESERVES, PUDDINGS, ICE CREAMS, CAKES, CHEESE, ETC.**

**CUCUMBERS.** Serve on small plates or sauce dishes; pass salt, pepper, vinegar, oil.

**TOMATOES.** Same as cucumbers, except serve soft sugar.

**YOUNG ONIONS, CELERY, RADISHES.** Serve in celery dish; small plate; pass salt, pepper.

**OLIVES, MIXED PICKLES.** Serve in cut glass dishes or celery dish.

**COLE SLAW.** Serve on small plate; pass vinegar, salt, pepper.

**CRANBERRY SAUCE.** Serve in sauce dishes, to the left side.

**JELLY, PRESERVES.** Serve in cut glass sauce dishes.

Serve all relishes to the left of service plate.

### **CHEESE.**

[Butter spread or silver knife with all cheese service.]

**AMERICAN CHEESE** may be served on small plate with doily; cheese knife and cracker.

**EDAM CHEESE** can be served from ball or scooped on small plate, but the proper way is to serve it from cheese stand with cheese knife.

PINEAPPLE CHEESE may be served from ball or plate, with crackers.

WAUKESHA CREAM CHEESE is served on plate with doily.

VERMONT SAGE CHEESE is served the same as Waukesha.

SCHWEITZER CHEESE is served on plate with doily and cheese knife.

CLUB HOUSE CHEESE is served from jar in which it is sold, with small plate.

PARMESAN CHEESE is served from jar in which it is sold, with small plate.

SAPSAGO CHEESE is served grated on small plate with butter.

FROMAGE DE BRIE is served on small plate with crackers.

ROQUEFORT CHEESE is served on small plate with butter.

COTTAGE CHEESE is served on small plate or sauce dish, with cream, salt and pepper.

NEUFCHATEL CHEESE is served on small plate with butter.

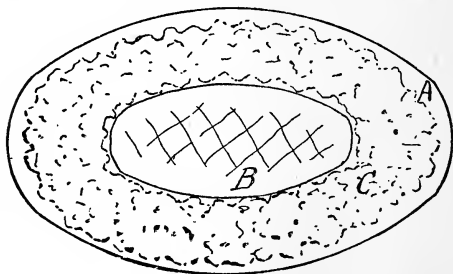


DIAGRAM NO. 18.

A. Platter; B. Jelly; C. Cheese.

## NEUFCHATEL CHEESE AND BAR LE DUC JELLY.

Take as many portions of cheese as desired.

Mix to a paste with one teaspoonful of corn-starch to the roll of cheese.

Add about half a teacupful of cream to every four rolls of cheese. Mix well together so that it will pass through a piping bag by squeezing.

Place in a piping bag made of paper, and pipe around the platter a pretty border of cheese. Then empty four glasses of bar le duc jelly in the center as shown in diagram No. 18.

## NEUFCHATEL CHEESE AND BAR LE DUC JELLY.

### INDIVIDUAL ORDER.

Make cheese in paste as above. Put a portion on a leaf of lettuce on small plate.

Serve jelly in jar from which it is sold.

Pass wafers.

## NEUFCHATEL CHEESE WITH WATER- CRESS.

Place a ball of cheese (made by rolling it together) in center of the plate. Place water-cress around the cheese. Serve.

### COLONIAL CLUB CHEESE.

2 portions of Roquefort cheese.

1 tablespoonful of butter.

A wineglassful of cream.

Mix to a paste: then add

1 jigger of cognac, and continue to mix to a good stiff paste.

If too thin add more cheese.

Serve on a small plate with lettuce leaf, hard crackers and cheese knife.

## SALADS.

Salads are becoming more popular each year with the American people. No dinner or luncheon seems complete without a good salad.

A number one oil should be used in mixing salad dressings and every waiter should be an artist in the line of mixing; for many ladies and gentlemen who frequent dinner parties or after theater repasts pride themselves on their skill in the mixing of some particular dressing; and it is interesting to watch them do the mixing, for the chances are a new wrinkle may be learned.

\* \* \*

### ENGLISH MUSTARD.

Two tablespoonfuls dry mustard.

One pinch of salt.

Juice of three lemons.

One-half teaspoon soft sugar.

Mix to a paste with one tablespoonful olive oil.

Add very little vinegar.

To make a light color, whip one-half teacup of cream until thick; add to the above until you have a light color. [Also one tablespoonful Durkee's salad dressing will produce a light color.]

### MUSTARD FOR ENGLISH OR FRENCH PERSONS.

Mix with clear water.

\* \* \*

### FRENCH DRESSING.

The ingredients:

A pure olive oil (which seems hard to get. The sweet pure oil is tasteless.)

A good salt (that has not been doctored).

White pepper (for black pepper has the appearance of dirt in oil).

Vinegar (cider or tarragon).

Tabasco sauce.



Onion juice.

Garlic.

The above are the different articles which can be used to mix French Dressing, imparting different flavors according to taste of guest.

I find it best to avoid the measure idea. Good cooks use the fingers for salt and pepper when mixing small amounts such as a waiter would have to mix. But as the waiter's work of this kind is generally done in the dining room it is better to use the shakers; but not when the salt has been doctored with corn starch.

Use white or red pepper or paprica.

\* \* \*

#### TO MAKE FRENCH DRESSING.

Use soup plate.

Half teaspoonful good salt.

Pinch of pepper.

A dash or two of tabasco sauce.

Two tablespoonfuls good vinegar.

Stir well together until the salt, pepper and tabasco sauce are thoroughly incorporated; then add 3 tablespoonfuls good oil, whipping until it thickens.

You should then have a dressing fit for a king!

The dressing should be smooth (no sign of salt or pepper) and the ingredients so blended together as to make one wholesome taste and no bad effect of oil.

\* \* \*

If garlic is used, take one button on the tines of a fork and rub it on the inside of the mixing bowl for a few minutes, which will impart the flavor to the dressing.

\* \* \*

Or, take a crust of bread and rub the garlic on the bread. After placing the salad in the bowl pour on the dressing, throw in the crust

of bread (which is called a chapon) and lightly toss the salad about until each piece is saturated with the dressing.

Do not press the salad down, but let the leaves or vegetable fall as gently as they will.

\* \* \*

Or, use the same dressing, add a piece of Roquefort cheese; incorporate well until there are only particles of cheese visible; and you have added a flavor much relished by those who are fond of Roquefort cheese.

### TO MAKE ENGLISH DRESSING.

Add made mustard to French dressing, and it becomes English.

\* \* \*

French dressing may be served on the following salads: Head and leaf lettuce, endive, escarole, tomato, cucumber, combination, watercress, chicory, cabbage, cauliflower, brussels sprouts, and many other green salads too numerous to mention.

### MAYONNAISE.

“DIFFICULT TO MAKE.”

One large bowl.

Two yolks raw eggs.

One teaspoon dry mustard

Stir round and round, always one way, to prevent breaking the grain, incorporating drop by drop, oil, then lemon juice.

Continue to thicken by adding oil and thinning with the lemon juice, using twice as much oil as lemon juice.

Be careful to stir as you drop oil.

Add pinch of salt, one teaspoonful soft sugar and a dash of cayenne to finish.

Stand in ice box.

\* \* \*

### SALADS SERVED WITH MAYONNAISE.

Chicken, turkey, potato, plain celery, watercress, celery and apple, celery and radish,

celery and walnuts, Waldorf, grape fruit and lettuce, lobster, shrimp, salmon and others.

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### TO SERVE GREEN SALADS.

All green salads such as lettuce, endive, escarole, tomato, cucumber, watercress, combination, chicory, cabbage, cauliflower, brussels sprouts, etc.

Serve on eight-inch plates.

Pass salt, pepper, wafers, or plain bread, or rye bread and butter sandwiches.

These salads served in the American plan hotel are generally dressed in the kitchen.

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### TO SERVE FRUIT SALADS.

All fruit salads are served on eight-inch plates with sweet wafers or sandwiches.

In the cafe, fruit salads are usually served from a glass dish in cut glass bowls.

---

### TO SERVE MEAT AND FISH SALADS.

Serve all meat or fish salads on eight-inch plates.

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\* \* \*

## SERVICE OF DESSERTS.

As very few waiters seem to have the right idea of the proper way to place a dessert order on the table, the following instructions should be observed:

### DESSERT ORDER NO. 1.

*Pudding*  
*Apple pie*  
*Ice cream*  
*Watermelon*

First, serve apple pie on 6-inch plate; dessert fork.

Second, serve pudding in sauce dish, with 6-inch plate under sauce dish; teaspoon.

Third, serve ice cream in ice cream saucer, or on 6-inch plate; fork or teaspoon.

Fourth, serve watermelon from compote or platter, with cracked ice; dessert plate, knife, fork, salt and soft sugar.

Finger bowl to the left.

#### DESSERT ORDER NO. 2.

*Ice cream*  
*Charlotte russe*  
*Apple pie*  
*Floating island*

First, serve apple pie as in dessert order No. 1.

Second, serve floating island in sauce dish, with 6-inch plate under sauce dish; teaspoon.

Third, serve charlotte russe on 6-inch plate; dessert fork.

Fourth, serve ice cream last, as in order No. 1.

Finger bowl to the left.

#### DESSERT ORDER NO. 3.

*Ice cream*  
*Wine jelly*  
*Custard pie*  
*Coffee*

First, serve custard pie as in order No. 1.

Second, serve jelly in sauce dish, with 6-inch plate under sauce dish; teaspoon; offer cream.

Third, serve ice cream as in order No. 1.

Fourth, serve coffee in A. D. cup and saucer; cream, sugar; A. D. spoon.

Finger bowl to the left.

#### DESSERT ORDER NO. 4.

*Ice cream*  
*Cake*  
*Mince pie*  
*Fruit*  
*Mixed nuts*  
*Cheese, Crackers*  
*A. D. Coffee*

First, serve mince pie as in order No. 1.

Second, serve ice cream as in order No. 1. Cake to left, in cake basket or fancy plate.

**Third**, serve fruit in compote with 6-inch plate; fruit knife, soft sugar; finger bowl.

**Fourth**, serve mixed nuts from compote, with 6-inch plate, nut crackers and nut pick.

**Fifth**, serve cheese and crackers on 6-inch plate with small knife. [Note Service of Cheese when butter required]; A. D. Coffee in A. D. cup and saucer; cream, sugar; A. D. spoon.

Finger bowl to the left.

### DESSERT ORDER NO. 5.

*Strawberry shortcake*

*Ice cream*

*Chocolate eclairs*

First, serve shortcake on 6-inch plate; cream, soft sugar; fork and teaspoon.

Second, serve chocolate eclairs on 6-inch plate with dessert fork.

Third, serve ice cream as in order No. 1.

Finger bowl to the left.

### SHERBET AND CAKE.

Serve sherbet in sherbet glass with 6-inch plate under glass; teaspoon; cake on fancy 6-inch plate; finger bowl.

\* \* \*

### LUNCHEON.

As Luncheon is near on the order of Dinner, the service is but very little different; so in order to give the inexperienced waiter a few instructions in regard to serving Lunch, I offer the following menu:

*Bouillon*

*Cucumbers*

*Olives*

*Fried smelts*

*Roast beef, au jus*

*Browned potatoes*

COLD.

*Roast beef*

*Ham Turkey*

*Sardines*

*Lettuce salad*

*Roman punch*

*Gingerbread*

*Cottage pudding*

*Tea*

*Coffee*

*Chocolate*

• Serve bouillon in cup, with saucer and small plate under it; pass salt, pepper, crackers; butter to the right.

Remove bouillon.

Serve smelts on 6-inch plate, with cucumbers and olives to the left side; pass salt, pepper, vinegar, oil, bread.

• Remove smelts.

• Place dinner plate on table.

Serve roast beef on 10-inch platter, with brown potato on same platter. Place punch to the right side.

Remove roast course.

Serve lettuce from compote with 6-inch plate; pass oil, vinegar, salt, pepper, soft sugar and crackers.

Remove salads.

Crumb table.

Serve pudding in sauce dish with plate under it.

Chocolate in pot; cup, saucer, teaspoon; pass cream and sugar from small silver server.

Remove dessert order.

Finger bowl.

\* \* \*

## TIPS.

As a rule all waiters, as well as other employes in public service look for, and receive, tips—fees. Much has been said in the past few years in regard to the practice of giving tips on the one side and receiving them on the other, and steps have been taken by some hotels to stop it altogether. Some proprietors have gone so far as to place signs in their dining rooms forbidding waiters to accept tips.

The matter of tipping is the guest's own desire, and it may be said here that it is not usually the wealthiest people who practice it. The man working for a salary of \$150 per

month is, on the average, more liberal with those who serve him than those who are worth much more. The man on a salary has taken the trouble to figure out that a waiter's wages are not sufficient to support a family, and that if he has one he must depend on the kindness and consideration of the traveling public to help him out, and he consequently knows that every waiter in American and European plan hotels does not depend on his wages for his support, but figures on the amount of tips he can make per day. Take for instance a waiter working for the small sum of twenty dollars per month. He has to pay at least four dollars a month for room rent, three dollars for car fare and incidental expenses, to which is added charge for "break-ages" and fines for "late" and it can readily be seen that there is not much left for the support of himself and family, and tips become an actual necessity for him.

The waiters who receive the most tips are usually those who have everlasting and Job-like patience; those who do not easily take an insult, who ever have a pleasant smile for their patrons, who try earnestly to please them and are always ready to accommodate everyone.

A waiter should never place himself in a position of expectancy in the matter of receiving a tip, and should avoid approaching a guest if he sees him in the act of drawing change from his pocket.

A waiter should never pose as an object of pity with a view to securing a tip. If he deserves a tip he should let the guest feel within himself that he deserves it, and if the guest wishes to give him a tip he will usually manage to catch the waiter's attention or leave the tip beside his plate. Should the waiter receive a tip previous to waiting on

the guest he should leave it lying on the table and then do his level best to earn it.

A waiter should never make any demonstration of gratitude when receiving a tip, beyond a polite acknowledgment; for if the attention of other guests is attracted to the circumstance of his receiving it they will feel that they are not likely to receive as good treatment at his hands as the giver of the tip, and will consequently be on the lookout for something to find fault with.

In first class hotels every man has his own particular station and is expected to wait on his own guests and nobody else; but it sometimes happens that the head waiter has an impatient guest and signifies to a waiter to give him a glass of water or some little attention to make the time seem shorter while he is waiting for his order; in which event a waiter, no matter whether the guest is under his jurisdiction or not, must do as the head waiter directs.

\* \* \*

I have always been opposed to the accepting of tips. Only once have I had opportunity to work under the NO TIP system. It was some years ago, when I was so fortunate as to be in charge of a club where tipping was forbidden. I found there almost ideal conditions for the waiter and secured uniformly good service in the dining room.

To me, the tip seems more in the nature of a bribe; or, rather, it is so given in many instances, the waiter being expected to favor the party who tips him. This certainly works to the disadvantage of the house, for, when the waiter is reciprocating the tip, he is doing so at the expense of the house. Also he is doing another thing very detrimental to the house, which is, that the guest who does not tip sees the other guests receive more atten-



tion and better service than himself, which causes dissatisfaction in the dining room service.

I have been asked many times to suggest a solution for the tipping evil. The only one I can suggest is for the house to pay the waiter sufficient wages so that he can live without the tip. And in order to do this the house must raise its rates, both on rooms and board: for I would class bell boys, porters, and others who now accept tips, the same as the waiters, and run the house throughout on the NO TIP principle. I think if the house charged higher rates and then took, say ten per cent of the receipts and put it onto wages, distributing such among those who now accept tips, and rigidly enforce the NO TIP rule, that it might be a satisfactory cure of the tipping nuisance. The traveler now has to tip the waiter, the bell boy, the porter, and many others to get good service. What he pays in tips, he can often ill afford and seldom sees where he gets returns in service for the tip he gives.

It may be that the tipping evil is so deeply intrenched (especially in the public who have got accustomed to it), that it is impossible to eradicate; but it might be worth while to make the effort to do away with it.

\* \* \*

## PRIVATE ORDERS.

I have found that very few waiters can serve a private order well. Waiters with years of practical experience in the best hotels in the land are often ignorant of the proper way to serve a private order. They neither know how to set a tray or to serve it. Whatever articles guest uses at the table in the dining room is what he should have on a private order

tray. The main things to observe in setting the tray are:

### SETTING TRAY FOR PRIVATE ORDER.

First, take a tray large enough to hold the order to be served.

Place a felt on the tray.

Lay the tray cloth.

Place salt and pepper shakers.

Loaf sugar and soft sugar in separate sherbet glass.

Butter shell, with piece of butter.

Glass of iced water.

Cream.

3 forks, 1 steel, 1 silver, 1 butter, and 1 fruit knife; 3 teaspoons, 1 tablespoon.

Bottle worcester sauce.

Coffee or tea pot.

Napkin.

A cloth to cover tray.

If meal is to be served on table in room take extra table cloth.

\* \* \*

### THE PRIVATE WAITER.

In all first class hotels there is a private waiter's stand, and from one to seven or more private waiters with one private head waiter. The private waiter's duty is to serve meals in rooms, and he does no waiting in the dining room unless on extraordinary occasions. The private waiters' department is equipped with its own silver, linen, coffee pots, water glasses, etc., and it is his duty to take care of them, count them and keep them clean.

Orders that are to be served in rooms are first sent to the hotel office and from there to the steward, who O. K.'s and sends them to the private waiters' stand.

In houses where there are six or more private waiters there is a head private waiter who directs his subordinates, and who is held

responsible for everything pertaining to his department. He keeps account of all articles sent out with the trays—silver, linen, etc., and sees to it that all are returned from rooms.

A private's time is a little different from a regular waiter's. His hours are late in the morning, and he is consequently the last one off duty in the evening, as he is not at liberty until all trays are brought in and silver and linen checked up.

In order to be a first class private waiter the utmost nicety must be observed in all things. The private waiter must know how to cater to the sick and know how to put up meals that will tempt delicate appetites by their very appearance. In fact the private waiter, more than any other, must study service as an art.

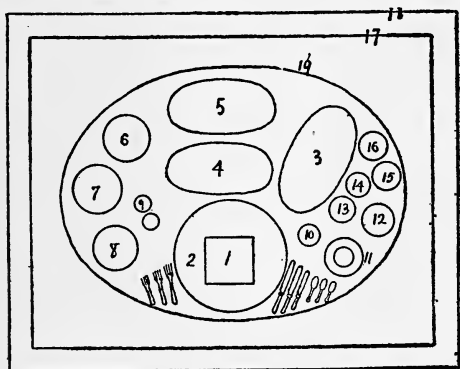


DIAGRAM NO. 19.

(See menu PRIVATE TRAY BREAKFAST ORDER, page 68.)

1, Napkin; 2, breakfast plate; 3, steak; 4, omelet; 5, potatoes; 6, oatmeal; 7, fruit; 8, hot rolls; 9, salt, pepper; 10, butter; 11, cup, saucer; 12, coffee pot; 13, glass of water; 14, cream; 15, soft sugar; 16, coffee sugar; 17, tray cloth; 18, tray cover; 19, tray.

## PRIVATE TRAY, BREAKFAST ORDER.

(See Diagram No. 19.)

*Fruit*  
*Oatmeal*  
*Omelet*  
*Steak*  
*Potatoes*  
*Rolls*  
*Coffee.*

---

## PRIVATE TRAY, DINNER ORDER.

*Soup*  
*Fish*  
*Cucumbers*  
*Beef*  
*Asparagus*  
*Potatoes, Tomatoes, Peas*  
*Peach fritters*  
*Ice cream, Cake*  
*Fruit*  
*Coffee*

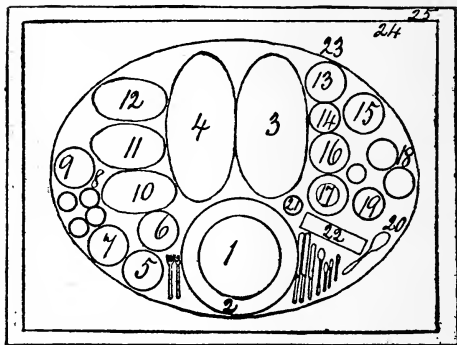


DIAGRAM NO. 20.

1, Soup; 2, dinner plate; 3, roast beef; 4, asparagus; 5, fish; 6, peach fritters; 7, cucumbers; 8, salt, pepper, oil, vinegar; 9, bread, crackers; 10, peas; 11, tomatoes; 12, potatoes; 13, ice cream; 14, cake; 15, fruit; 16, coffee pot; 17, cup and saucer; 18, hard sugar, soft sugar, cream; 19, glass of water; 20, soup ladle; 21, butter; 22, napkin; 23, tray; 24, tray cloth; 25, tray cover.

## LUNCH TO BE SERVED IN ROOM.

*Bouillon*  
*Caviar on toast*  
*Spring lamb*  
*Mashed potatoes*  
*Sherbet*  
*Strawberries and cream*  
*Hot ginger bread*  
*Iced tea*

Set tray with silver, butter, crackers, bread, glass of water. Then proceed to place on tray for this lunch: one dinner plate; one cup of bouillon with saucer, and 6-inch plate under saucer: set in dinner plate; one sherbet in sherbet glass with saucer under it; caviar on 6-inch plate; one 12-inch platter with spring lamb; mashed potatoes in vegetable dish; an extra glass for iced tea; small pitcher cream. Serve iced tea in pitcher decorated with large slices of lemon with parsley run through it; hot gingerbread in napkin; one large lemon; strawberries in sauce dish; silver and other accessories all to be placed so as to occupy as little space as possible, and at the same time arranged in the order in which the various dishes would be placed on the table. The hot dishes of course are to be covered.

---

## PRIVATE SERVICE OF

*Strawberries, Oranges*  
*Cracked wheat*  
*Broiled whitefish*  
*Mutton chops*  
*Hot rolls*  
*Coffee*

Place on felt covered and cloth laid tray: a glass of iced water; hard sugar and powdered sugar in separate sherbet glass; butter cream and sufficient silver for use in the order. Everything should be well covered to retain the heat, and a napkin spread over the order when it is on the tray ready for delivery.

## PRIVATE ORDER FOR ROOM 304.

*Celery*  
*Puree of tomato*  
*Broiled whitefish*  
*Roast beef*  
*Chicken croquettes*  
*Peas, Mashed potatoes*  
*Dressed lettuce*  
*Ice Cream*  
*Coffee*

Serve puree of tomato in soup bowl covered with a small plate; broiled fish on six-inch plate; roast beef on twelve-inch platter; chicken croquettes on six-inch platter; peas and mashed potatoes in vegetable dishes; celery in small celery dish; dressed lettuce in small bowl; ice cream in water glass, placing the same in small bowl with cracked ice and salt. Coffee in pot.

---

## COLD LUNCHEON, PRIVATE ORDER.

Cold lunch to be served to theatrical party of six, lunch to consist of:

*Cold roast beef*  
*Cold ham*  
*Cheese, Crackers, Pickles, Fruit, Bread*  
*Beer*

To serve a lunch of this kind to a party of six or seven, place ham and cold beef on one large platter and decorate with parsley, lemon or pickled beets, making the dish look as artistic as possible. A platter of cheese and crackers, with napkin on platter, one compote of fruit, twelve slices of bread, a small plate of butter, one bottle of English mustard, a glass dish of pickles, twelve six-inch plates, twelve knives, seven forks, seven napkins, one lunch cloth.

Place all of these articles on a tray and proceed to room.

Spread lunch cloth and place decorated meat dish in center of table.

Place plates with 1 knife and 1 fork at each plate.

Place compote of fruit to the left center and plate of bread to the right center with crackers, cheese, pickles, etc., in proper places.

It is not necessary to put a cloth on tray in carrying this service to the room, as the order is to be removed from the tray.

Beer and beer glasses are brought on a separate order.

---

### WELSH RABBIT FOR A THEATRE PARTY, WITHOUT A WAITER.

The proprietor, manager or steward gives the order to the headwaiter, who thereupon details a waiter at eight o'clock to prepare a lunch to consist of the following:

*Toasted crackers*

*Cheese*

*Olives*

*Fruit*

*Assorted cake*

*Beer*

The head waiter makes a duplicate of this order, and the waiter who is detailed to look after the lunch proceeds to set two six-foot tables together.

24 six-inch plates will be required for this luncheon. 24 knives, also 1 steel knife; 24 forks; 3 tablespoons.

2 compotes of fruit.

1 basket of assorted cake.

8-inch block of ice.

12 beer glasses.

3 water bottles of water.

6 finger bowls.

1 bottle of worcester sauce.

Red pepper, paprica.

English mustard.

12 napkins.

Corkscrew.

The beer is placed in bucket of water with ice.

The napkins may be folded square or in fancy shapes and one is placed at each plate with two knives and one fork at the right of it; beer or water glass is placed beside plate. A fruit compote is placed about two feet from each end of the table, and the block of ice containing olives is placed in the center. (The ice has been hollowed out enough to hold the olives and is placed on four thicknesses of paper over which two old napkins have been spread to hide the paper. The whole is placed on a small tray and put upon the table last. The paper and napkins will absorb the water from the ice for four hours.)

Place chafing dish at the head of the table, with alcohol in bottle, and a few matches at the left.

Next, place a large platter with one and a half pounds of American cheese beside the chafing dish; also one steel knife, one silver knife, three table spoons, one piece of butter, one bottle of worcester sauce and twelve pieces of toast, brown but not dried out, to the right.

One six-inch plate and a plate of toasted crackers, and one bottle of beer, with corkscrew, to the left of chafing dish.

When the party arrives from the theatre they march to the ordinary or dining room as the case may be and the hostess proceeds to prepare the rabbit, each guest assisting in the service.

Finger bowls with slices of lemon are placed between the plates.

---



**BEVERAGES.****TO MAKE LEMONADE.**

For one glass of lemonade, use half a lemon, squeeze in glass, add soft sugar, fill glass with water, shake or stir, decorate with fruit; serve with straw.

**LEMONADE FOR DANCING PARTY  
FOR 150.**

5 dozen lemons, squeeze and strain.

4 boxes of blackberries, press through china cap, using a little water to moisten the berries as you press them.

Place juice of lemons and berries in mixing tub or bowl.

Add 5 pounds of granulated sugar, then stir until well mixed, adding 3 gallons of water. Place cake of ice in punch bowl, decorate with fruit, sliced oranges, etc.

Put lemonade in bowl as needed.

Serve in sherbet glasses.

Red raspberries, bananas, canned or fresh peaches, may be substituted for blackberries.

**MADONOCK PUNCH.**

For five gallons use:

3½ gallons burgundy.

1 pint brandy.

1 pint medford rum.

1 quart maraschino.

1 pint wild cherry.

6 syphons.

3 pounds cut sugar, boiled down and skimmed.

Juice of 17 lemons strained.

1 pint of black tea.

Let stand for six hours before using.

**CLARET PUNCH.**

3½ quarts best claret.

1 pint maraschino.

1½ pounds cut sugar.

Rind of one cucumber.

1 quart apollinaris water.

Decorate with sliced oranges.

## TO MAKE SANDWICHES.

In the making of sandwiches much care must be taken.

Use bread from one to three days old, trim sides, cut in thin slices, lay all slices out on table together; make a paste of melted butter, spread each slice, then place layers together, trim square or diamond shape; place damp napkin over them to keep moist until ready for use.

Minced ham, chicken, turkey, cold roast beef, English walnuts, lettuce and celery may be made into sandwiches.

White, brown, graham or rye bread cut very thin, make a very pretty sandwich.

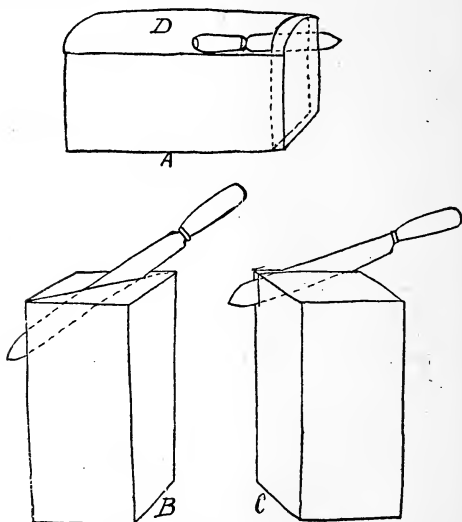


DIAGRAM NO. 21.

A. To cut slices: hold bread in left hand at D. Cut in desired slices, operating knife in saw motion; B. To cut bread triangle shape; C. To trim edges.

It is a very difficult matter for a head waiter to find a waiter who can make a sandwich. It seems simple, but few know how; and, as a rule, the chef generally makes such things. But it is necessary, very much so, that a waiter should be able to make a good sandwich.

The greatest trouble about sandwich making is the cutting of bread. But very few waiters can take a knife and cut a thin slice of bread. No matter how sharp the knife may be, he seems to be unable to cut a perfect thin slice. With his left hand he squeezes the loaf out of all shape; with his right hand he attempts to push the knife through the loaf, instead of cutting.

---

#### TO CUT BREAD, OLD OR NEW.

Have a keen edge on your knife. Hold bread with left hand at D. Cut off the first end, then slice. Draw knife through the bread as you would a saw, taking full strokes the length of the knife. Put about four ounces of pressure to the knife and you can get a perfect cut. Don't bear down on the knife or take short strokes.

\* \* \*

After cutting as many slices as you want, make a paste of butter. Have a silver knife, spread the bread, and then proceed to butter each slice.

After each slice has been buttered, double, or put one slice upon the other.

Your next task is to trim the edges. Stack about eight sandwiches together (which should be about four and one-half inches square by eight inches high as shown in C., diagram No. 21). Then hold the top of the loaf, or sandwiches with left hand; place knife about quarter of an inch from edge, and proceed to trim

down all four sides, using the knife same as for slices.

\* \* \*

If you desire triangle shape cut as shown in B., diagram No. 21.

\* \* \*

Many other sandwiches may be made under the same directions, as, white, rye, graham, and brown bread may be used mixed, that is, one slice of one kind and a slice of another kind of bread to the sandwich.

\* \* \*

### TO PUT UP LUNCHES.

Consisting of hard boiled eggs, cold ham, chicken, turkey, cheese, crackers, bread, butter, olives, pickles, cake.

The above can be made into sandwiches, wrapped in oil paper and put up in small boxes.

\* \* \*

### COLLATIONS.

*A Collation in Honor of Rear Admiral Bounce, U. S. N. Given by the Florence High Club—To be served to four hundred persons—Time fifty-five minutes—Twenty waiters.*

Service of:

*Chicken salad*

*Olives*

*Sandwiches*

*Ice cream*

*Cake*

*Coffee*

It requires a waiter of long and varied experience and, above all, one who is level headed and not easily thrown off his balance by the hurry and absence of ceremony.

Where lunch is taken on the lap, there is seldom much order in the arrangement of the chairs. They may be placed so as to be

divided into sections at first, but guests will make little parties of different sizes by themselves; but a cool headed waiter will manage by starting at the same point each time and following the same route, to serve with the necessary dispatch.

A collation to be served to a party of four hundred persons would require two buffet tables about sixteen feet long, on which should be placed:

400 napkins.

400 forks.

400 six-inch plates.

400 dinner plates.

10 half-pint pitchers of cream.

10 compotes of olives

20 small trays.

20 baskets of cake.

10 sugar bowls and tongs.

20 plates with sandwiches sufficient for the party.

20 or more platters of salad.

20 tablespoons.

When a head waiter gets an order for a collation of this kind and size, he details one waiter to look after plates; another to look after forks and tablespoons and teaspoons; another for cream pitchers and trays, and another for napkins, and so on.

To serve a collation to four hundred people, a dining room 250 feet long would be necessary; though that, of course, is a matter that cannot be governed by the waiters. Chairs should be placed in two straight rows and the head waiter will divide them into sections and half sections, assigning one waiter to each half section of twenty chairs, and each waiter should be numbered according to the half section assigned to him.

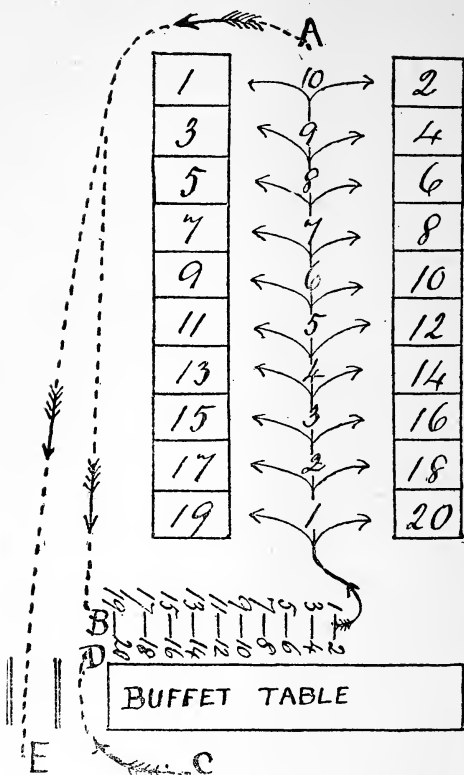


DIAGRAM NO. 22.

Thus, as shown in diagram No. 22.

Waiters No. 1 and 2, section 10.

Waiters 3 and 4, section 9.

Waiters 5 and 6, section 8.

Waiters 7 and 8, section 7.

Waiters 9 and 10, section 6.

Waiters 11 and 12, section 5.

Waiters 13 and 14, section 4.

Waiters 15 and 16, section 3.

Waiters 17 and 18, section 2.

Waiters 19 and 20, section 1.

The horizontal lines of figures alternating

1 to 19 and 2 to 20, represent waiters at buffet table. The vertical line of figures numbering 1 to 10, consecutively, in the center of the diagram, indicate the ten full sections of forty seats each.

The vertical line of figures alternating 1 to 19, represent ten half sections of twenty seats each, or 200 seats in all. The vertical line of figures alternating 2 to 20, also represent ten half sections.

The tree and arrows indicate waiters leaving buffet table for their respective half sections, as shown by corresponding numbers.

A. to B, waiters returning to buffet table; A to E, waiters going to kitchen; C to D, waiters returning from kitchen.

---

Ten minutes before guests are seated, all waiters should be at buffet table, where twenty small trays have been laid, with twenty small plates and napkins ready to pass to guests. The head waiter, who looks after the seating, will give signal as soon as all are comfortably seated and there is a clear passage between the chairs.

Waiters Nos. 1 and 2 lead, each going directly to his section and commence to place plates and napkins on each guest's lap in his section. All other waiters follow, performing the same service in the section assigned to them. Plates have now all been served; return to buffet table for forks, repeating the same service as you did when you served plates, only lay one fork on each plate.

When guests have all been provided with plates, napkins and forks, waiters proceed in a line to the buffet table and serve salad in the same order that they passed the plates, putting one large tablespoonful of salad on each plate. Do not offer the salad to guests to help themselves. In the first place, it would take too long to get around and in the next place, if the guests are talking they do not want to be interrupted. As soon as the

salad is passed, waiters proceed in line to the buffet table and get platters of sandwiches. Each guest helps himself to sandwiches.

Returning to buffet table in regular form, each waiter takes one compote of olives and one tablespoon and places three or four olives on each plate.

You have now served salad, sandwiches and olives.

Coffee, cream and sugar next to be served.

In different localities different ideas prevail as to the manner of serving. In the Central States and the far West it is a common practice to serve salad and coffee on the same plate. That is, the cup being placed on the same plate with the salad. The English, the French and persons who desire a much neater service will not have their food mixed in this way, and a coffee cup on a salad plate certainly does not look well served in this way. But remember to do as you are told, no matter how it looks. If the collation is served in this way, when the time comes to remove the salad course, the head waiter should notify the steward to have coffee ready.

Then waiter No. 1 takes a large tray covered with a tray cloth and proceeds to his section and holds tray in both hands, while waiter No. 2 takes up salad course and places it on the large tray. All other waiters follow same instructions and take up soiled dishes.

The waiters that hold the tray return to kitchen with soiled dishes, while those who take up the plates return to buffet. There each waiter takes forty dinner plates, goes to his section and places one plate on each guest's lap. By this time the waiters who went to kitchen, return and follow right up and place two teaspoons on each plate. Waiters who passed the dinner plates return to kitchen and



get coffee on tray and return each to his particular section in regular order, holding tray in both hands, while the waiters who placed spoons proceed to set coffee cups in each plate.

Next pass cream and sugar. Do not stop to ask: "How many pieces of sugar will you take?" but place one lump on side of plate; if any one should wish more, guest will inform you.

As the waiters who pass sugar will get out before those who serve cream, those of you will proceed to buffet, and each get a large tray ready to remove coffee service as you did the salad service.

As soon as you commence to remove coffee, the head waiter notifies steward to dish up ice cream.

Coffee service having been removed, proceed in regular form to serve ice cream as you did coffee, leaving the dinner plate in guest's lap to place the ice cream saucer on.

Return to buffet; proceed to pass cake.

This course completes the service.

The guests will then more than likely rise to leave; in which event they generally place the plates and saucers in the chairs, while sweet music plays and they are dancing again.

Time, fifty-five minutes to serve.

\* \* \*

**A NOTE TO HEAD WAITER**—In serving this collation, when plates and napkins have been passed, perhaps your sections have been broken, which may cause confusion with waiters. Before forks are put on, note particularly that each guest has a plate. If not, then inform the waiters of the various sections that are lacking. When your first service is complete you will experience no trouble thereafter.

## COLLATION No. 2.

*For a Dancing or Euchre Party to be served in the Ordinary.*

Service of

*Oyster patties*

*Chicken Salad*

*Sandwiches*

*Ice cream*

*Cake*

*Coffee*

To serve a collation of this kind it is necessary to have the best waiters that can be had, who have had years of experience.

Uniform: Full dress, with white gloves; or black jacket and pants, white gloves.

The ordinary should be set in the following way:

One large table in center of room, with a very fine cloth.

In the center of the table place one large vase of cut flowers.

At each corner place a cut glass dish of bonbons.

Ten small tables seating four persons each; small lunch cloths and napkins.

Place one plate of sandwiches on each table, also one small cream pitcher and cut loaf sugar bowl and tongs.

One fork and two teaspoons at each plate.

When the time arrives to serve, the door should be opened and guests enter.

As soon as all seats are occupied, a ribbon should be stretched across the entrance to prevent any others from coming in.

Ten waiters required to serve.

When the head waiter gives signal, waiters enter the dining room with four plates each, with salad and oyster patties on same plate and serve; returning to kitchen for coffee.

Serve coffee, pass sugar and cream.

As soon as all have finished salad and pattie, remove and crumb table, then return to kitchen for ice cream and cake.

When all have finished and leave the room, change the cloths that are soiled and reset the tables for a second time. Repeat for the third and fourth time if necessary.

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### COLLATION No. 3.

*For Dancing or Euchre Party, served from Small Tables in Parlor, Halls, or Main Dining Room. Two hundred Guests.*

Service of

*Oyster patties*

*Chicken salad*

*Sandwiches*

*Ice cream*

*Cake*

*Coffee*

To serve a collation of this kind it is necessary to have waiters of the very best description, who have had years of private party experience. Great care must be taken that nothing is spilt or upset or particles dropped on the floor.

If the collation is served to a dancing party in the same room it would be necessary to have the tables ready to place on short notice.

For a party of 200, all sitting at one time, it would require

50 tables 24 inches square

50 lunch cloths

200 napkins

200 forks

200 teaspoons

200 a. d. spoons.

Seventeen waiters would be required.

When the time arrives for the collation to be served, waiters 1, 2, 3, 4, 5 and 6 place the tables in position.

Waiters 7, 8, 9 and 10 place the cloths.

Waiters 11, 12, 13, 14 and 15 place one fork, one teaspoon and one a. d. spoon at each seat and

Waiters 16 and 17 place one plate of sandwiches on each table.

Waiters 1, 2, 3, and 4 place napkins at each plate.

Waiters 5 and 6 place small pitcher of cream and small sugar bowl on each table.

When the party is seated the waiters stand at attention, and when signal is given file to the kitchen or buffet and place as many plates on small tray as convenient, each plate having oyster pattie and salad on it.

As soon as these are served pass coffee at once.

As soon as any of the party are through with salad and pattie, the waiter who has their table in charge at once removes soiled dishes and passes ice cream and cake.

The waiter should not begin to remove dishes until he sees that all at that table are through, and he should be careful to serve all guests at a table at the same time.

As soon as the party are through eating, the waiters proceed to quietly and rapidly remove dishes and tables and restore the room to its previous condition for dancing.

\* \* \*

### **SERVING A PICNIC PARTY.**

*A Moonlight Picnic given by C. N. D. at*  
.....

Two waiters to serve.

In many of the summer resorts the head waiter has responsibilities that in city hotels belong to the steward. At the summer resort the head waiter often has full authority over everything pertaining to the dining room. The picnic which I give as an illustration for this lesson was for thirty people, including the host and hostess. The menu was as follows:

*Hard boiled eggs*  
*Mutton chops with bone in*  
*Bread and butter sandwiches*  
*Mixed pickles*  
*Olives*  
*Cheese*  
*Crackers*  
*Oranges*  
*Assorted cake*  
*Coffee*

The amount of food and the articles with which to serve the supper are as follows:

35 hard boiled eggs  
35 mutton chops with bone in  
90 bread and butter sandwiches  
 $\frac{1}{2}$  gallon mixed pickles  
 $\frac{1}{2}$  gallon olives  
2 pounds of crackers  
3 pounds cheese  
3 pounds loaf sugar  
35 oranges  
 $\frac{1}{2}$  gallon cream  
2 pounds ground coffee  
1 five-gallon can ice water  
1 five-gallon lard can for making coffee  
1 ordinary wire broiler  
3 old table cloths  
35 napkins  
3 large trays  
2 pitchers  
35 cups  
 $\frac{1}{2}$  dozen water glasses  
35 teaspoons  
1 dipper  
Salt, pepper, etc., etc.  
3 soup plates to serve eggs  
3 large platters to serve chops  
5 dinner plates to serve sandwiches  
5 plates for cheese  
5 plates for cake  
10 bowls to serve pickles  
10 bowls to serve olives  
10 bowls to serve crackers  
10 bowls to serve cut sugar.

The start is made in wagons, ample time being allowed for the wagon with provisions to arrive in advance of the rest of the party. Arriving at the camp ground, the first thing is to build a fire and put water on for coffee. Next the cloths are spread on the grass and a napkin placed for each guest with a cup and spoon. The sandwiches are placed in the middle of the cloth, and pickles, olives, cheese, crackers ranged in line.

As soon as the coffee is made a waiter proceeds to broil the mutton chops and the host announces that lunch is ready.

After the guests have reached their places, a waiter passes the mutton chops, which the guests receive in their fingers, taking hold by the bone.

The salt and pepper are passed to one person, who passes them on.

The sandwiches are then passed and coffee is poured from pitchers into cups. Sugar and cream are then passed, the cream being in ordinary beer bottles. Olives, cheese, etc., are also passed.

The host will toss the boiled eggs to each guest as if they were balls, and in due time the oranges are thrown in the same manner.

While the company are finishing their lunch the waiter looks after the fire, piling it high with wood, removing all signs of cooking utensils and making it as comfortable as possible for the company to assemble around later on, to pass the remainder of the evening telling stories, etc. While they are thus engaged the waiters pack up the picnic equipment and return to the hotel without waiting for the rest of the company.

Right here I will say that a waiter in charge of a picnic party will do well to look out for himself in the matter of lunch, as there is seldom more than enough to satisfy the appe-

tites of the hungry picnickers. He should pack his lunch separately, putting up as much as he thinks will satisfy him of whatever is most convenient.

### INFORMAL LUNCHEON FOR LADIES' CLUB.

*Informal Luncheon for Ladies' Club, to be served in parlor or reception room. Service for fifty.*

Menu:

*Olives*  
*Bread and butter sandwiches*  
*Claret punch*  
*Chicken salad*  
*Lobster salad*  
*Lemon ice*  
*Bon bons*



DIAGRAM No. 23.

ROUND TABLE.

1, Chicken salad; 2, lobster salad; 3, bread and butter sandwiches; 4, bon bons; 5, olives; 6, six-inch plates, piled; 7, tablespoons; 8, forks; 9, large vase of cut flowers; x, roses; 10, ferns.

Luncheon table in center of room.

Two waiters; uniform full dress, white gloves.

Ladies to help themselves as they feel disposed. Waiters to remove soiled dishes and cater to individual wants of guests.

Lemon ice to be served in the same room luncheon is served.

One waiter in full dress, white gloves.

Fill glass only about half full.

Use a. d. spoons.

It is not necessary to use plate or sauce dish under sherbet glass in this service.

Service from silver server.

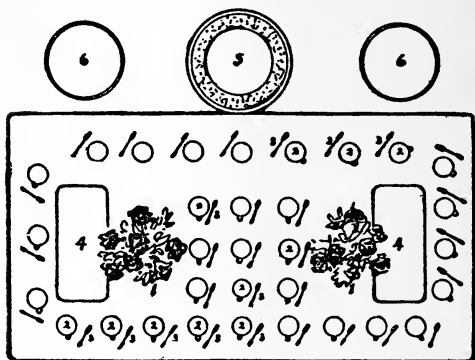


DIAGRAM No. 24.

KEY TO ICE TABLE: 1, vases of carnations and ferns; 2, sherbet glasses; 3, a. d. spoons; 4, silver servers; 5 (in rear of table), indicates freezer in tub; 6, pails to wash glasses.

Punch should be served in a separate room—say, the reception room.

One waiter in full dress (without gloves) to serve punch.

Great care must be taken never to fill glass more than half full.



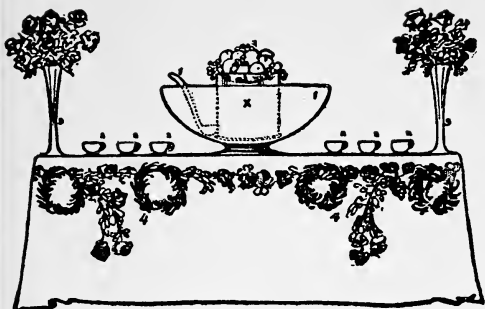


DIAGRAM No. 25.

KEY TO PUNCH TABLES: 1, bowl and ladle; 2, punch glasses; 3, vases of American Beauty roses and ferns; 4, roses and ferns fastened to tablecloth in front of table; x, block of ice (a napkin in the bottom of the bowl to prevent the ice from slipping); F, decoration composed of cantaloupe, pears, bunches of white grapes, bananas, peaches. (Use toothpicks to hold fruit in place.)

A pail for washing glasses should always stand behind the table ready for use.

### STAG BUFFET LUNCHEON.

*Stag Buffet Luncheon for fifty.*

Menu:

*Celery*  
*Olives*  
*Scalloped oysters*  
*Cold Roast turkey*  
*Cold roast beef*  
*Cold roast ham*  
*Rye bread*  
*Cheese*  
*Coffee*

Two waiters to carve.

Two waiters to serve.

Decoration: potted plants.

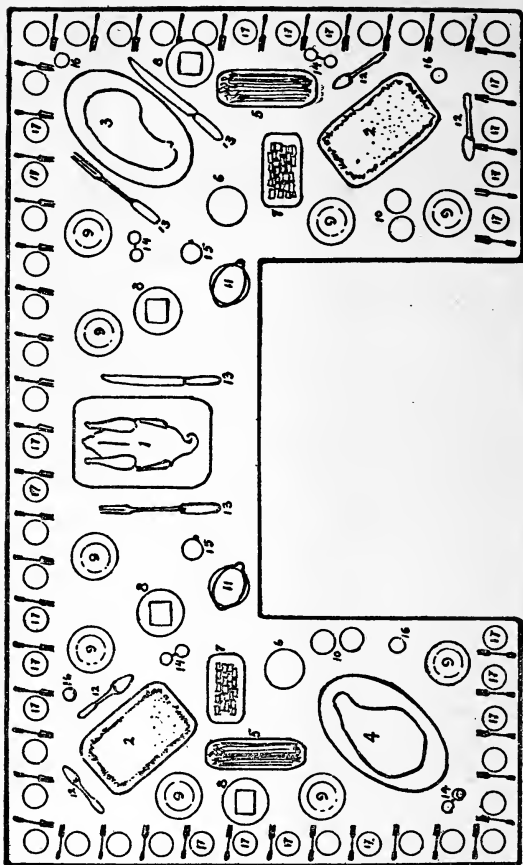


DIAGRAM NO. 26.

KEY TO STAG BUFFET LUNCHEON TABLE:  
 1, turkey; 2, oysters; 3, beef; 4, ham; 5, celery; 6, olives; 7, cheese; 8, rye bread; 9, six-inch plates, piled; 10, cream, sugar; 11, one-gallon pitchers of coffee; 12, tablespoons; 13, carving knife and fork; 14, salt and pepper; 15, mustard; 16, catsup; 17, fork, cup, saucer and spoon for each guest.

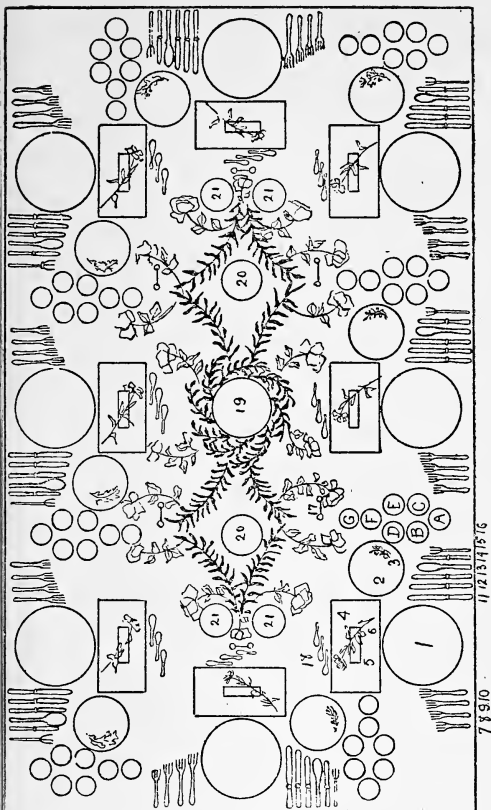


DIAGRAM NO. 27.

KEY TO TABLE SET FOR BANQUET: 1, base plate; 2, butter plate; 3, sprig of fresh parsley; 4, napkin; 5, guest card; 6, rose or carnation; 7, fork for fish; 8, fork for entree; 9, fork for roast; 10, fork for game; 11, steel knife for game; 12, steel knife for roast; 13, silver knife for fish; 14, soup spoon; 15, butter spread; 16, oyster fork; 17, salt and pepper; 18, two tea and one a. d. spoon; 19, candelabra or vase of cut flowers; 20, plate of crackers; 21, olives, salted almonds.

**GLASSES:** A, cocktail; B, water; C, sauterne; D, claret; E, sherry; F, champagne; G, brandy.

**DECORATION:** ferns, roses, carnations.

Decorate with one tall vase of cut flowers in center of table, with smilax and ferns, also with a rose or carnation at each plate. Festoon chandeliers; decorate sideboards and windows with potted plants.

Vinegar, catsup, oil, bread, horseradish do not belong on banquet tables. Place horseradish on sixth oyster shell (or pass it after oysters are placed). Other articles mentioned, on sideboards, pass at proper time.

## **BANQUET SERVICE,**

### **SETTING TABLE FOR BANQUET.**

There are many different ways. Every giver of a banquet or party has his own diagram, or has come to some conclusion how he wants the tables arranged, so I shall give a few ideas.

The "straight long table," the "U," "V," "E," "L," "T," "hollow square," "horse-shoe" and "round." If your room is square, separate six or eight-seat tables can be arranged in V shape, with the point for the entrance, with one long table at the head for guests of honor, and one round table in center for the press.

## **BANQUET SERVICE.**

Banquet service is a very delicate matter for head waiter and side waiters. The head waiter must have many years of experience before he can go into a house and give general satisfaction to all concerned. A banquet of 150 people in a strange place is difficult for the head waiter to handle because he has to feel around in the dark for something that he cannot place. He does not know anything about the arrangement of the house and, in fact, is blindfolded. The manager will pass the din-

ing room door and give orders on orders, as will also the wife and daughters, if there are such; and unless a head waiter has had many years of experience he is very likely to do something, or to leave something undone that will be to his detriment; and he must understand the wishes of proprietor, daughter, wife, son, manager and steward, and know how to cater to the individual wants of each one without becoming bewildered.

To illustrate a banquet service I have selected the following menu:

*Blue points*  
*Celery, olives, salted almonds*  
*Green turtle soup*  
*Fillet of black bass*  
*Sweetbread patties*  
*Larded fillet of beef*  
*Siberian punch*  
*Roast prairie chicken*  
*Tomato mayonnaise*  
*Nesselrode ice cream*  
*Cake*  
*Cafe noir*

In serving a banquet it is necessary that waiters should act as one man, and to secure that result a thorough drill is required. Some head waiters strike a bell for the different moves, some wave the hand, and others indicate what is to be done simply by either folding their arms or dropping them to their side. My preference is for this latter method.

---

### BANQUET OF 150 COVERS.

To set a banquet table for 150 covers, it would require

150 oyster forks

450 service forks, with

300 additional forks to be used when the others have been removed (consequently 750

forks would be used to serve the above mentioned number)

150 butter spreads

150 silver knives for fish

300 steel knives for fillet of beef and prairie chicken

150 dessert spoons for soup

300 teaspoons for ice cream and punch

150 a. d. spoons for small coffee

150 base plates

150 butter plates

150 napkins folded six-inch square

150 water glasses.

After your tables have been properly arranged, proceed to spread felts and cloths, smooth and straight.

Next place your base or service plates.

Then place your napkins directly in front and under edge of base plates.

Then place your butter plate to the right side of base plate and at end of napkin.

Then marshal your forks on first, two heavy and one small fork.

Then two steel knives with sharp edge turned toward the plate.

Then place silver knife for fish.

Then your soup spoon.

Next place butter spread.

Then your oyster fork.

Place two teas and one a. d. spoon in front of napkin. (See diagram No. 27.)

Then place your water glasses about eight inches to the right front of each seat.

Place salt and peppers within easy reach of guest, as well as yourself.

Celery, olives and salted almonds should be placed within easy reach of guest, if they are on the table.

Place butter on plates, decorate with sprig of parsley, about 30 thirty minutes before time

for guests to be seated, and place ice and water in glasses also.

Bread, horseradish, vinegar, sauces in bottles, should never be placed on the table, but should be on sideboards and passed at the proper time.

.. .  
Your table is now about complete. The head waiter should give each waiter his station; and to give good service, thirty waiters should be required, each waiter carrying five orders.

In entering the dining room waiter No. 30 leads, and returning to kitchen waiter No. 1 leads out.

When the guests enter the dining room the waiters should all be standing, fifteen on each side of the room, facing the tables so as not to obstruct the passage of guests.

When all guests are seated (and, let it be understood, *do not attempt to assist the guests in seating themselves*), remain in line, WATCH the head waiter for signal. The moment he brings his arms in front of him, face toward the kitchen promptly. When he drops his arms to his side, move off quickly, but do not make any unnecessary noise with your feet to attract attention.

**SERVE THE OYSTERS:** Returning to the dining room with oysters, each waiter marches to his station, places tray on rack, takes a plate of oysters in each hand, moves quickly to his station and about one foot from the guest he is to serve first.

ALL waiters must watch the head waiter, who will be standing in a conspicuous place. When he drops his arm to his side, place the oyster plate in the base plate, and proceed to serve the other three plates of oysters without ceremony.

Pass salt, pepper, then crackers. Next pass

celery and olives. Then take the position of a waiter.

With oysters serve any dry white wine.

**TO REMOVE OYSTERS:** The head waiter should walk up and down the aisles to ascertain when all guests have finished their oysters, and by so doing he attracts the attention of all waiters, who watch his every movement. As soon as the head waiter stops and has the attention of all, he brings his arms up in front of him. At that moment all the waiters move quickly to their respective stations, proceed to remove oyster plates and place them upon trays. As soon as all have removed oyster plates, each waiter takes his tray in both hands and faces the door leading to the kitchen.

**WATCH THE HEAD WAITER.** The moment he drops his arms to his side, proceed to the kitchen in regular order.

**SOUP WILL BE THE NEXT COURSE:** On entering the kitchen deposit oyster plates in proper place. Then line up at the farther end of the kitchen. As waiter No. 30 will lead in, he will receive soup first, and so on in this order down to No. 1.

As soon as all waiters have been served with soup, the steward will give a signal and waiter No. 30 moves off, followed by all others, to the dining room.

Arriving at your station, proceed through the same manœuvres as you did when serving oysters.

With soup, pass salt, pepper, crackers.

With soup, serve sherry or old Madeira.

Remove the soup course as you did the oysters.

**FISH FOLLOWS SOUP:** Return to kitchen as in previous orders, returning to dining room with fish; follow out instructions as per serving of oysters.



Pass salt, pepper and bread.

Do not pass table sauces at banquets unless by request.

When cucumbers or sliced tomatoes appear on the menu, they should accompany fish and be served to the left of fish plate.

Any dry white wine may be served with fish.

**ENTREE FOLLOWS FISH:** When fish is removed, remove the base or service plate; also cucumbers, tomatoes, olives, radishes and celery.

*Refill the water glasses.*

Remove the fish course as in previous course. Proceed to kitchen and return with entree. Serve as in previous course.

With entree pass salt, pepper and bread.

With entree serve claret.

Remove entree.

**SERVE FILLET OF BEEF:** Serve fillet of beef on dinner plate, following same instructions as in previous course.

Pass bread, salt and pepper.

Refill water glasses.

With fillet of beef, serve champagne.

**SERVE PUNCH:** Punch to follow fillet of beef. Remove as in previous course, returning to kitchen for punch.

Serve punch in sherbet glass on six-inch plate.

If cigarettes appear on menu, pass them as soon as you serve punch.

**SERVE GAME:** Game to follow punch.

Proceed to remove punch and return to kitchen for prairie chicken. Return, serve as per instructions in previous course. Pass salt, pepper, bread. Refill water glasses.

Serve champagne.

**SALAD TO FOLLOW GAME:** Remove prairie chicken; crumb table. Return to kitchen as in previous instructions. Return

to dining room with salad. Serve as per instructions. Pass salt, pepper and crackers. Refill water glasses.

**ICE CREAM AND CAKE FOLLOW SALAD:** Return to kitchen after removing salad and crumbing table as in previous courses. Returning to dining room, serve ice cream as in previous course. Pass cake, placing six-inch plate beside ice cream plate for cake.

**COFFEE, LAST COURSE:** While guests are partaking of ice cream, proceed to kitchen for coffee. Returning, serve coffee, as per instructions. Pass sugar and cream.

Remove ice cream service, as per instructions.

Pass cigars.

Serve finger bowl.

*(Speaking now in order.)*

All waiters proceed to kitchen, as per instructions.

Head waiter should detail three men to look after the comfort of guests, pass water, etc., and remain in room until guests are ready to leave.

\* \* \*

## **BUILDING BANQUET TABLES.**

For a century the straight banquet table has been used; also the "T," "U," "V," "hollow square" and the "L."

In order to meet the present desire for new ideas I shall offer, in addition to the above shaped tables, a few that I trust will be of much benefit to the stewards and proprietors. I shall endeavor to give accurate measurements, and trust that the figures will not be far from correct.

But a smart man or head waiter can always improve on most any table by using his brain.

Every head waiter should have an idea of some pretty design in putting up party tables,

for it is he who is original in his ideas that makes success in the catering line.

And it becomes necessary that each of us should impart our knowledge to others, that we all may improve by so doing.

The head waiter who can set a party table or banquet table that will catch the eye of all concerned is the man the hotel and catering trade demands; and such a man should never be out of employment.

### MASTERPIECES.

For large gatherings I offer as banquet table masterpieces the diagrams Nos. 28, 29, 30 and 31.

The head waiter who can successfully carry out these diagrams can earn much credit for his ability. But it takes the *hustler head waiter*, one who is not afraid to get a splinter in his hands or take a hammer, saw and nails and get busy.

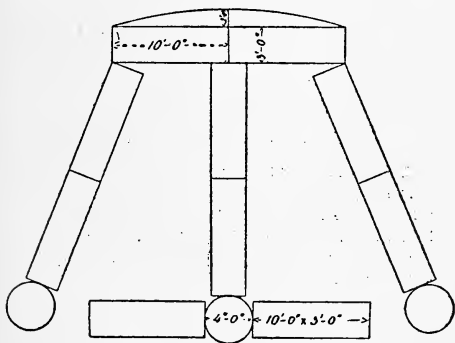


DIAGRAM NO. 28—TO SEAT 100.

To build this table you need:

10 tables 10x3 feet.

3 round tables, 4 feet in diameter.

Head oval piece in two parts, each 10 feet long and 2 feet at the join.

Use sample table horses.

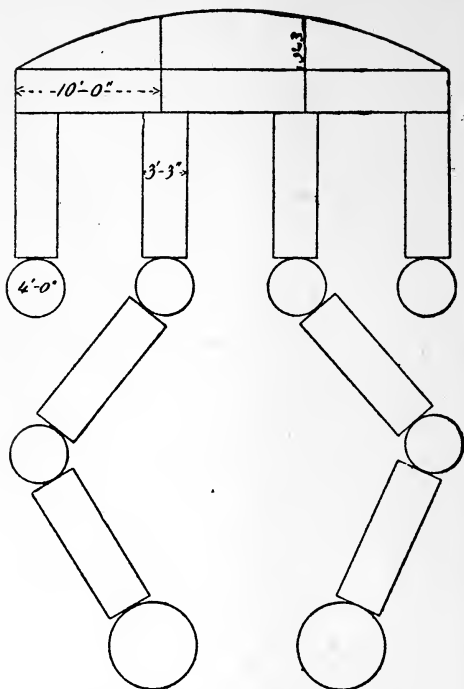


DIAGRAM NO. 29—TO SEAT 150.

To build this table you need:

12 tables, 10x3 feet.

6 round tables, 4 feet in diameter.

2 round tables, 6 feet in diameter.

2 end head pieces, each 10 feet long by 3 feet, 3 inches at the join.

Use sample table horses.

---

As I have said in a previous chapter, be always ready when the time comes to serve; and why I introduce you, Mr. Head Waiter, to the saw, hatchet and nails, is because I know it is a little out of your calling. But the hotel house carpenter who generally builds and puts up such tables is usually slow to act. He must

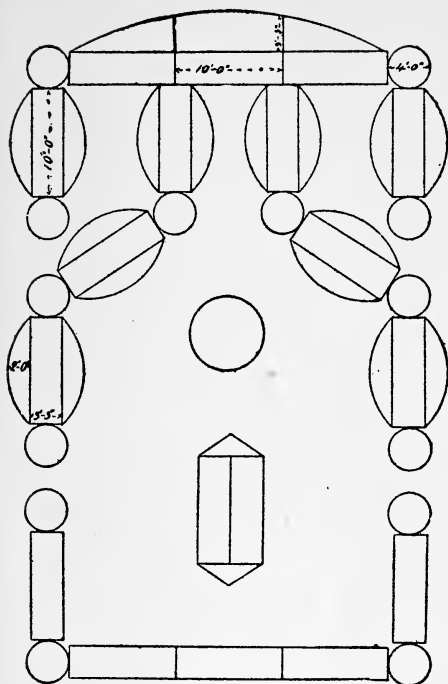


DIAGRAM NO. 30—TO SEAT 216.

To build this table you need:

17 tables, 10x3 feet 3 inches.

14 round tables, 4 feet in diameter.

1 round table, 6 feet in diameter.

1 oblong or oval table about 10x6 feet.

2 end head pieces, each 3 feet 3 inches at the join.

16 oval wings, each 10 feet long by 2 feet at widest part.

Use sample table horses.

take his rule, stand and look, shake his head, then go away and stay for an hour, and return not knowing which end to take hold of first. And if you depend on him at all times you will generally find yourself *not ready*, with

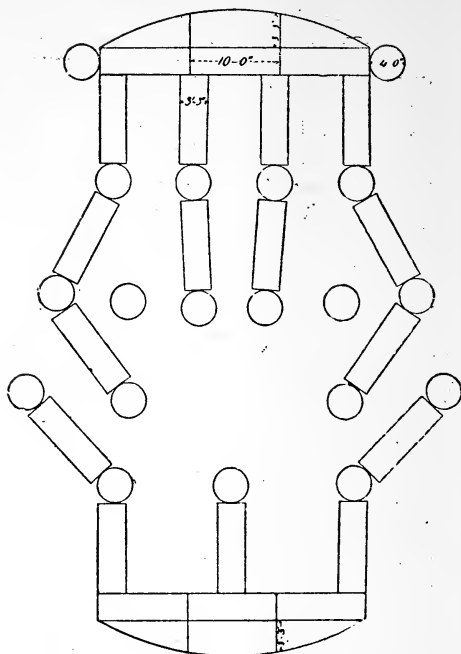


DIAGRAM NO. 31—TO SEAT 300.

To build this table you need:

23 tables, 10x3 feet 3 inches.

19 round tables, 4 feet in diameter.

2 end head pieces and 2 end foot pieces, each 10 feet long by 3 feet 3 inches at the join.

Use sample table horses.

---

the proprietor and steward nervous and fretting.

AND, again, it keeps your crew of waiters standing around fretting.

To master one of these large gatherings you must make your plans days ahead, so that when you commence to construct or set up a banquet, *be* in evidence yourself and put all

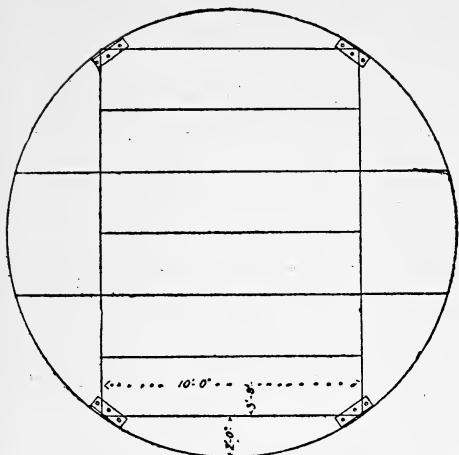


DIAGRAM NO. 33.

## ROUND TABLE TO SEAT 40.

To build this table use:

6 tables, 10x3 feet 3 inches.

2 wings, each 10 feet long by 2 feet at widest part.

2 other wings to be built, each in three sections, or from such two-seat and other tables as you have at command and tax your ingenuity to put together.

Blocks fastened with thumb bolts to hold wings securely to the table.

---

your men to work. Once you have tried one of these diagrams (it may puzzle you to make a complete success with the first trial), you should, after the first attempt, with a crew of fifteen waiters, set any of these tables, put them together, spread cloths, run on silver, napkins, service and butter plates, with a seven course set of wine glasses, all within two hours. Say you commence at 2 p. m., you should complete the task by 4 p. m. I have done it many times by taking advantage of every opportunity to place some idle waiter to

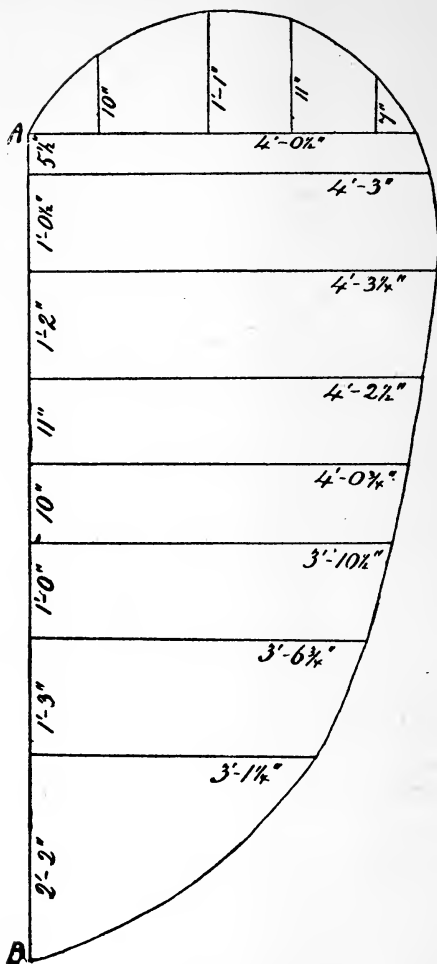


DIAGRAM NO. 32.

HEART-SHAPED TABLE TO SEAT 18.



doing some particular part of the work.

Also, the steward should work to gain advantage by having all extra silver dishes, extra tables, chairs, etc., placed in easy reach.

Prompt your linen man in regard to table linen, felts and other necessary linen from the linen room. Have all these things in readiness. Don't have to look or wait for anything. Tighten right up on your crew, NO off watch until complete.

Follow these instructions and success is yours.

---

### THE HEART-SHAPED TABLE.

I offer for a birthday, wedding or valentine party a heart-shaped table with seats for eighteen persons, something odd and catchy. With the diagram (No. 32) are measurements and instructions how to make such a table. By following instructions you can easily make, or have your carpenter do so, this unique table, which would be quite a task without a pattern.

To make a pattern for a heart-shaped table:

Draw a line from A to B 8 feet 10 inches long.

From this line draw other lines at right angles to lengths as marked on diagram.

Trace a curved line to enclose all the straight lines.

Repeat the same on the other side of line A-B.

\*\*\*

### PUBLIC AND PRIVATE RECEPTIONS AND AT HOMES.

Each year brings new business to the hotels and clubs in small towns, where there are no established caterers.

The hotel proprietor assumes the role of caterer for entertainments, receptions and at homes—that is, he is called on to furnish dishes, silverware, linen, cooks and waiters.

For a reception or "at home" in a private mansion four good waiters, one cook, a baker and a coffee man are generally sent from the hotel.

Waiters of experience are always in demand in the winter time for such functions, necessitating for the waiter a complete uniform, including a dress coat and vest, black tie, good shoes, polished, immaculate linen and a white jacket.

With your grip or suit case, you proceed to the place of reception. You are shown the pantry where all dishes and silverware may be found; and you are then taken through the parlor, reception, ball and dining rooms, that you may acquaint yourself with the interior of the house, as you may have to serve in all parts of the house.

At such functions the refreshments generally consist of a salad, sandwiches, olives, ice cream, cake, coffee or chocolate.

When arriving at the house one waiter is generally in charge of the rest.

Arriving at Mrs. B.'s, put on your white jacket for preliminary work of getting the dishes and silver in order. And, let me say here, when you are sent to serve such party, so soon as you enter the house put down your grip and put on your white jacket. Do not stand with your hands in your pockets, gazing at the ceiling and the superbness of the house. It is a pleasure to the lady of the house when she finds a crew of waiters who seem to know their duty; it is an assurance to her that her reception and service will be a success. Careful, swift and painstaking waiters are the ideal men for such work.

When the time arrives to serve, the cook dishes up all salads on plates. A woman attendant generally pours coffee or chocolate. A

sandwich, fork and spoon, coffee, cocoa or chocolate in cups are placed on the same plate with the salad. You proceed at once to the various rooms, and pass to each guest a plate and return to the kitchen for more salad.

Continue to serve salad.

When you see the guests are all through with the salad, relieve them of the plate and cup. Return to the kitchen for ice cream (usually it is brick cream on small plates). Either a piece of cake is on the plate, or two waiters pass cream and two pass cake. But to expedite service the former way is best.

Continue to carry, each way, respectively, soiled dishes to the kitchen, and cream and cake to reception rooms.

Such functions are usually from 2 o'clock to 5 p. m., or 6 to 9 p. m.

After you have completed your service and gathered up such dishes as may have been placed in windows or other places, proceed to get yourself a lunch and take your leave.

---

## DOOR MEN.

### CARRIAGE CALLERS.

Door men and carriage callers are also furnished by the hotel.

The door man should dress in full dress. His duty is to open and close main entrance door, direct the ladies and gentlemen to the dressing rooms, and announce to the hostess, or those who are assisting her, the guests of honor.

The carriage caller remains on the outside, opens and closes all carriage doors, gives guest a numbered carriage check, and gives check of duplicate number to the driver or chauffeur. When guests are departing they hand check to the caller, who calls out the number of the carriage. When the carriage drives

up he opens the carriage door, assists the guest to enter, and closes the door.

### BANQUET OR DINNER PARTY IN PRIVATE FAMILY.

For private family service, where the menu is not so elaborate, a difference will be made in setting the table.

You will note that in family parties butter is seldom used; oysters and fish seldom served, consequently we omit the base plate and butter plate, and in this case the napkin takes the place on the table that the base plate should take. If oysters are served, it is more than likely you will have regular oyster plates, which are too expensive for general use in hotel.

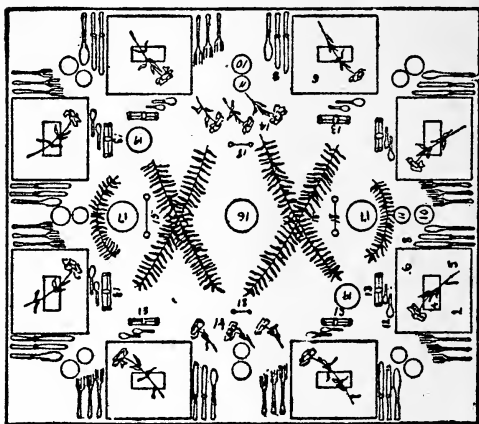


DIAGRAM NO. 34.

TABLE SET FOR DINNER PARTY AT A PRIVATE RESIDENCE.

1, table; 2, napkins; 4, card; 5, carnation; 6, pin; 8, two knives and dessert spoon; 10, water glass; 11, apollinaris water; 12, tea and a. d. spoon; 13, cheese sticks; 14, carnations; 16, candelabra; 17, olives; 18, salt and pepper; 19, salted almonds.

## GENERAL REVIEW OF BANQUET SERVICE.

In order for a head waiter to be successful in the art of serving banquets, there are a few laws governing the same that should be adhered to.

First: To *always be ready on time*, and never allow the proprietor, manager, or steward, to have to wait on your department, but strive to let the dining room department wait in the service from the kitchen.

In many instances you will receive very few instructions in regard to any special arrangements of tables, or may never receive a menu, or know what time your guests are to dine. All the information you may receive is, "We have a banquet on the 25th inst., 250 plates." And you may never hear of it again until that date. However, be ready and waiting when the time comes to serve.

Second: When you commence to serve your banquet, let there be no long delays between the courses, for in late years guests have become worried and tired sitting at the table. And those long breaks between courses are the main cause of so many vacant seats at the table when your guests arrive.

Third: Have plenty of space, for you may have 250 seats and need 260. Do not get confused if you are told to cut out fifty seats or put in seventy. Be equal to the situation.

Fourth: Cultivate the very best relation with the steward and chef, and always ask for a menu.

Fifth: Always detail one man to place forks, one for knives and one for spoons, one for plates, glasses, a linen man to fold and place napkins, and, in fact, every article that is to be placed on the table previous to

serving, some special man should be assigned to his duty, and hold him responsible for any shortcoming.

\* \* \*

Do not place oysters or soup on the table before guests are seated.

Canape, or any cold appetizer made by the chef, may be placed on the base plate, served on six-inch plate, which helps to decorate the table.

The base plate should be removed with the fish, providing the fish is served on six-inch plate. Should you serve planked fish, or any large fish that is served to one person whole, the base plate should be removed with the soup. Your head waiter should instruct you in this case.

The cocktail glass is the only glass that should be removed, for the guest may think you are appropriating such wines to your own use. Let them remain, unless instructed to remove.

Punch may be served as a separate course, but when the menu is long, it is far better to serve the punch with the roast; that is, when you have served fillet of beef, proceed back to the pantry for punch and serve. If game is to follow, remove fillet of beef, but leave the punch on the table, which will keep your guest busy until you return with your game. Then remove punch glasses before you serve game.

Also, to expedite the service, you may serve your game and salad together, but to render first class service, make a separate course of each, unless otherwise instructed.

Pass bon bons just before you serve finger bowls.

## THE SERVICE OF WINES.

As you have been instructed to serve any dry white wine with fish, sherry with soup, claret with entree, champagne with roast; do not harbor the idea that these wines cannot be served at any other time, for at the majority of banquets or parties at this present time two or three wines are as many as you will serve—say, sauterne and claret, or claret and champagne.

If sauterne and claret are the only wines to serve, serve the sauterne with the fish, claret with the roast. If claret and champagne, serve claret with the entree, champagne with the roast.

When haut sauterne, sherry, claret, burgundy and champagne appear on your bill, serve sauterne with fish and oysters, sherry with soup, claret with entree, burgundy with roast meats, champagne throughout the dessert.

When creme de menthe and brandy appear on bill, serve creme de menthe before dessert, brandy after coffee.

When creme de menthe and port appear, serve port with dessert, creme de menthe last.

## THE ARRANGEMENT OF WINE GLASSES

I find it of profitable advantage to the proprietor to bunch the glasses (as in banquet diagram No. 27). By so doing you will find guests will seldom turn their glasses bottom side up. (When glasses are so turned it usually means the diner will not take wine, consequently less wine to be sold.)

## A PLACE FOR TEA AND A. D. SPOONS.

Each head waiter has his own ideas of setting a banquet table, and I dare say you will not find a "set-up" as in diagram, with the

tea and a. d. spoons in front of napkin. But if you instruct waiters never to touch a piece of silver on the table, you will find when you have served all courses but ice cream and coffee, one tea and the a. d. spoon will be just where you placed them and they have never obstructed your service or been in the way of guest. Incidentally, they have presented a very pretty appearance on the table.

---

NOTE: IN ALL TABLE SERVICE, SERVE AND REMOVE FROM LEFT SIDE OF GUEST.

\* \* \*

### SERVICE OF WINES, LIQUORS, ETC.

In the service of wines, etc., I do not offer my ideas as being absolutely applicable to all consumers of wines. You will find guests and many other persons who have their own ideas about how and when they will drink wine, etc. Some, for instance, will want claret, burgundy, sauternes and sherry at a freezing point, and some will want cracked ice in their glasses, and many other peculiar notions. But, remember, *Do and serve wines as they may be ordered*, as it is the guest's wine and not yours. But when asked for information on such subjects, it is well that you should know and make your knowledge known in a polite way, but not as I KNOW IT ALL.

---

### MANNER OF WINE SERVICE.

After mastering the art of table service, you now find that to complete yourself as a waiter, wine must take its proper place along the line of "how and when and the proper way" to serve wine, liquors, beer, etc.

Guests wishing wines or any articles served from the bar are requested to make out a wine card for such drinks as desired; and unless



such rules are carried out, cash should always accompany any verbal order, and the waiter or wine man should make out a card for cash sale to be O. K.'d by head waiter, that the wine steward or bar tender may know that the wine or liquor is not for other employes.

---

### TO GUARD AGAINST MISTAKES.

All bottled goods that are labeled, sealed and corked, ordered by guest, present bottle to guest with label in view, that he may ascertain that it is correct, according to his order, price and quality, then proceed to open as per instructions, asking permission to pour.

---

### WRAPPING WINES WITH NAPKINS.

It has been customary for many years to wrap all wines with a napkin, and it is practiced to this day, but owing to artificial and inferior, and such good imitations of the genuine article, some people have and do take for granted that to wrap a bottle is to conceal its brand and label, and that the wine served is not what it should be, or as ordered, and you may be told not to wrap it, but expose it in view to all.

---

### HOW TO WRAP A BOTTLE OF WINE.

Many waiters make a very poor attempt at wrapping a bottle of wine with a napkin. This work should be done artistically and rapidly.

There are silver wine holders, but all hotels are not equipped with such service. You should know how, in a neat way, to wrap a bottle with a napkin. I will try to explain how to fold a napkin to wrap a bottle.

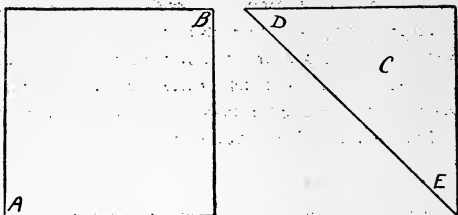


DIAGRAM NO. 35.

Diagram No. 35 represents the napkin.

Carry point A to point B, forming shape C.

Take hold of C with left hand at point D, right hand at point E.

Place point D at the neck of the bottle and carry the napkin around the neck, locking point D against the neck. Then proceed to wrap the napkin around the bottle until you reach the bottom, then tuck the other end into the hollow at the bottom.

Proceed to pour.

### REMARKS ON WINE.

Most waiters, when questioned along the line of wine service, asked to name the various wines appropriate to the several courses, as sauterne, claret, burgundy, champagne, hock, ereme de menthe, brandy, port, etc., are found to be not well informed. The service is strange to them, both as to what to do and say. The only excuse for not possessing such knowledge after spending many years at serving foods is: We waiters seldom or never have opportunity to handle that many wines; or, we cannot get an opportunity to work in such places.

My advice to you is: A man was never known to lose a dollar if he never possessed one, and you, Mr. Waiter, may never get an opportunity to handle such a line of wines, simply because you labor under the impression that you will never get a chance to. Your idle thoughts have proved a bar across the gate to success. The field of service is open to

you if you can qualify; and as soon as you can take up your vocation from an educational standpoint—master it in all its details—you will see a change in the field of service. Take lessons in wine service. Study it as it is. Wines are made to drink; and for the epicure there is a proper place to drink them when eating. Learn to handle a full course of wine and liqueurs and liquors, including the Manhattan cocktail and other such brews as are popular in table service.

### OPENING WINES WITH LOUD REPORT

Is only permissible in club houses or other places where wines of all brands are used. Much care must be taken in serving guests who are very particular about certain brands of wine, for in many instances some places resort to exchanging, for instance, the contents from a Monopole bottle to a Mumm's bottle and selling it for Mumm's, and the only evidence that such has not been done is the loud report when the cork is removed.

### SERVE APOLLINARIS AT 45 DEGREES.

Apollinaris water is charged very heavily, and in opening the bottle it is very likely to overflow if the cork is not drawn very carefully. When opening apollinaris sink the cork-screw into the center of the cork and pull it up slowly, making no report or spilling the contents. Should the water start to overflow, hold the bottle in a slanting position, which will cause the water to stop flowing. Return cork after you have finished serving.

### SERVE BASS ALE AT 55 DEGREES.

To serve ale, first cut the wire which holds cork in position and remove cork as in the above instructions. If the ale is at the right temperature it will not overflow. Otherwise

hold the glass in a slanting position and pour the ale with ease.

### SERVE BOTTLE BEER AT 40 DEGREES.

Very easy to serve. Remove cork by sinking corkscrew in center of cork. Pull cork; serve.

### SERVE STOUT AT 55 DEGREES.

It is a very hard matter to serve stout properly, as it is almost impossible to prevent its beading rapidly and overflowing. First insert the corkscrew in center of cork and screw to bottom of cork. Then withdraw and allow gas to escape; then replace corkscrew and draw cork slowly and carefully. The waiter should have a side towel in the hand that grasps the bottle, for in nine cases out of ten the stout will overflow, no matter how carefully it is handled. When the cork is fully withdrawn, tip the bottle a little sideways and hold the glass at the same angle and pour very slowly. Place glass on small plate. In this, as in handling every gaseous liquid, too much care cannot be taken to avoid agitating the bottle.

### SERVE CLARET AT 60 DEGREES.

In opening a bottle of claret (the neck of which is usually decorated with a tinfoil cap, which gives the bottle a very pretty appearance), the waiter should take pains to cut the cap even with the top of the bottle, and never entirely remove the cap, or, in fact, any more than is absolutely necessary. It is not necessary to pour these wines slowly. Wipe the neck of the bottle and then proceed to serve in proper glass.

In pouring claret, if care is not exercised to prevent it, more or less of the wine will drip from the mouth of the bottle. To avoid this, hold the bottle close to the glass, and when the glass is nearly full, slightly twist and

raise the bottle from the glass at the same time.

### SERVE BURGUNDY "RED" AT 65 DEGREES.

To open and serve burgundy, sink corkscrew and pull the cork with much care, exercising care that you do not disturb its contents. Pour very carefully.

### SERVE SAUTERNE AT 50 DEGREES.

Sauterne is very easy to handle. Cut cap as directed, draw cork and proceed to serve.

### SERVE SHERRY AT 45 TO 50 DEGREES.

Serve sherry from decanter.

Sherry, port and claret wines and bottled beers should never be placed directly on ice for any length of time, for their flavor will be impaired by so doing.

### SERVE CHAMPAGNE AT 33 TO 35 DEGREES.

To open and serve champagne requires much experience and practice, and you will find few head waiters of today that will stop and take time to teach an inexperienced waiter the methods required to handle champagne, which is the cause of so many inefficient waiters who are not drilled in the service of wines. I sincerely ask of each head waiter, when you find a waiter that cannot open a bottle of champagne, to teach him the art. But do not discharge him to be thrown on some one else, remembering that you were once a beginner yourself.

\* \* \*

DRY OR EXTRA DRY CHAMPAGNES are wines to which no artificial sweetness has been added, the natural juice of the grapes being sufficiently sweet.

\* \* \*

SEC OR GRAND SEC applies to wines to which sweet liquors have been added.

MUMM'S, WHITE SEAL and POMMERY champagnes are put up with patent wire casing to hold cork in place, and are the easiest wines to open.

First wipe the bottle. Then grasp the bottle at the neck with the left hand. Untwist the patent wire fastener until the lower wire breaks; press back the broken wire on each side. Remove the casing that covers up the cork. Grasp cork with all four fingers and thumb and twist it upward, if possible. If the cork refuses to move, then zig-zag it slowly until you hear the gas escaping and your cork is out.

The cork now out, first proceed to serve the guest that ordered the wine, pouring just a little in his glass first, then proceed to serve all other glasses until they are filled, and last finish filling the first glass. Should your wine overflow, pass on to the next glass until the glasses have all been helped. When your glasses are all one-quarter ( $\frac{1}{4}$ ) full you can then pour the wine with no trouble with it overflowing. Return bottle to cooler, place rubber cork in bottle and cover it with a napkin.

CLICQUOT, MONOPOLE and many other wines are put up with wire casing. To open these:

Grasp bottle at the neck with the left hand. Insert ice pick between the up and down wire and the bottle and press downward until wire is broken, then pull the wires back, remove casing and proceed same as above directed for Mumm's.

Serve same as Mumm's.

### LIQUEURS.

CREME DE MENTHE, Vert, Def, Green.  
CHARTREUSE, Yellow, Vert, Def, Green

**CREME DE MENTHE** is usually served from the bar. Shaved or cracked ice placed in glass, then creme de menthe, accompanied with straws. Serve just before coffee.

**CHARTREUSE**—Served same as creme de menthe.

### BRANDY.

For a party or banquet, serve from a decanter.

### CHARGE FOR CORKAGE.

Applies to extra charge for wines served in dining room, not bought of the hotel. Charge for service of wine glasses, etc.

\* \* \*

Never remove wine or beer glasses from the table to refill them.

\* \* \*

### LECTURE.

As it becomes necessary at times to lecture to waiters for misconduct, neglect of duty, breaking rules and disobedience, the following lecture is about what advice I would give to my crew of waiters.

### —NOTE—

**DRILL TODAY, 3 P. M.**

JOHN B. GOINS, H. W.,

June 12, 1902.

The above sign should be placed in various places, that every dining room employee could see it, and is sufficient notice for them to be in dining room on that day and hour.

The word Drill applies to Lecture or Drill on Banquet and Party Service, as the case may be. At 3 p. m. **LINE UP** is the next order. Every waiter in line looking his best, for it may be general inspection of uniform or assigned to some special duty to perform.

## ADDRESSING A CREW OF 45 WAITERS.

Gentlemen, it is not my motto to lecture every day, and as I am not much of a talker, I do but very little lecturing. While I talk today I shall endeavor to touch all necessary points pertaining to the best of Dining Room Discipline. Then I shall expect you individually to perform such duty as may be assigned to you to perform. I do not believe in Daily lecturing, neither do I believe in Weekly or Monthly lectures. But today I give you my ideas and peculiarities about Dining Room Discipline, and those that come here to work after today shall be forced to fall in line with your obedience and deportment. To be brief, when I engaged myself to work for Mr. ——— I agreed to execute any and all of his orders, and when he employed me he did so with the understanding that I was to do as he said, and not as I thought best. Consequently, I am his servant and must comply with his orders minutely. Likewise I hold you as Mr. ——— does me. As long as you perform your duty as a waiter with politeness and obedience, you can remain in my employment. In order for me to retain my position I must do as I am instructed, or Mr. ——— will find some one who will, and the same may apply to you when you have instructions from me or any of my officers to perform any duty. I expect you to do it without a murmur, as you shall be told but one time, and it is left to you in order to retain your position. Your refusal will warrant your dismissal.

Gentlemen, there are just five particular points that I am very particular about:

- 1st—Service must be your Golden Text.
- 2nd—Keep off the walls and chairs.
- 3rd—"Come quick" when signaled.
- 4th—Don't present yourself with the smell



of intoxicating liquors on your breath in dining room.

5th—Remain at your station and don't talk.

And I ask you to carry out those five points in particular.

Time and your appearance will keep you in a position and put you in line for promotion.

### TIPS.

I want and would like to see every waiter in this dining room earn as many tips as he can legitimately, but let it be understood that I shall not suffer any guest of this house to be misused or have any inattention on account of not tipping you. Talking to guests familiarly, touching them on the shoulders, which might be termed "Sand Bagging" a guest for a tip, or commonly called "Railroading a Guest," if such is brought to my attention, I shall dismiss you at once.

### BREAKAGES AND CHARGES.

As a rule, you shall be charged for all breakages, and if you care to work here you must pay such charges. Fines for being late—I do not believe in such and will not charge you for lates, as I find the best time maker comes late sometimes. I may be forced to work you from six to eight hours over time, which this house pays no extra for, and I could not do you justice by charging you for fifteen minutes late, but if you are continually late I shall fill your place.

### PROTECTION.

Protect yourself by remaining at your station when not busy. Do not loaf in kitchen or other places where you do not belong. Have no argument in the kitchen, pantry, or with the cook. If you cannot fill your order without such, consult the steward, who is in charge of kitchen, and if you find no redress, return

to the head waiter and let him fight your battles.

### STEALING AND EATING.

As many waiters will steal and eat, which is invariably the cause of you losing your position; now if you eat and the steward catches you, you know the consequences, and if I catch you, you may as well pull off your apron, for I shall not charge you, but dismiss you.

### HANDLING DISHES—DROPPING SILVER.

Handle your dishes with the greatest care, that you may make as little noise as possible. Drop no silver whatever, for it is carelessness.

### WIFE SICK.

Waiters, as a rule, have many excuses in order to lay off a meal or for being late. Most generally the street car broke down, "missed my car," over slept; but some come with, "my wife was sick, had to remain to give her medicine." If your wife is sick, you come to work and earn money to pay your doctor bill and buy her medicine, for you can do her no good to remain and look at her. Do not lay off unless you notify me.

I do not lend money to waiters, so I shall not borrow from you.

PAY DAY—Tenth of each month.

DRAW DAY—Twenty-fifth of each month.

This house pays (or don't pay) for party or banquet.

I shall remind you daily of your bad service and hope that you will govern yourself with the remarks.

Thanking you for your attention.

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**RESTAURANT WORK.**

This book, up to this page, has been written for exclusively American plan hotel service. But, as I have said, each year brings the proprietor face to face with new ideas along the line of service; and in the many changes from one service to another he naturally expects to find the waiter progressive as well as himself, and expects him to be able to master such new ideas as they present themselves.

A few preliminary remarks along the line of Cafe or Restaurant service may be of importance to the reader. While the service may not be applied to all places, it will be a "bright light" for you, should you be so fortunate as to "need a light" at any time.

In most every cafe, restaurant or club into whose service you enter you will find some kind of checking system.

In order to be a first-class short order man (a waiter for cafe, restaurant, dining car or club) you should be able to read at sight, be a fairly good penman, and quick at figures; also level headed, broad minded, a salesman of no small ability, quick on foot, a good mixer of salads and their dressings; be knowledgeable in the suggesting of what is good to eat; be a good carver of steaks, fish, lobsters, ducks, and birds generally, and, you should also be a fairly good short order cook. Until you have mastered all of these points in general, you may not, according to my observation and experience, be classed as an all-round first-class waiter.

\* \* \*

**CHECKING.**

In a European plan dining room you will have to work under some kind of a checking system. There are several systems, but for

purpose of illustration I will give a brief description of only one, that known as the Lock Stub, which protects the employer as well as any system I have observed; and also is fair to the waiter, for if any waiter makes a mistake, this system identifies which one, so that the blame goes to the proper party only.

The Lock Stub is a package of twenty checks securely locked in a metal holder. (See illustration No. 36.) These packages have printed numbers on the face of the check, also on the stub (which is locked in the holder), and these correspond with the waiter's number. Also these checks have other numbers in duplicate on the check and stub, which are printed in consecutive order, so that every check has a separate number. The illustration shows the check number on top and the waiter's number at the bottom.

The checker has a number of record slips, printed in series to correspond with the waiters' numbers, the slips for each waiter's number bearing also printed consecutive numbers, so that there can be no mistake made. (See illustration No. 37.)

Also the checker controls other slips for the wine room and cigars, with lock stub feature, which bear the checker's number and a consecutive number, and upon which the checker writes the waiter's number and the number of the guest's check, when it is necessary to use one of these for departments other than the kitchen. (See illustration No. 37.)

In operation a check is detached for each person, or party, as the case may be, which the waiter serves. The articles are written in on the check as shown in the illustration. The checker stamps the price alongside each article in the dollar and cents column; also stamps the price on his record slip, which, it


			
<b>THE ELMS</b>	Table No.	Room No.	Check
		93	No. 69
2 Manhattan Cocktails			25
2 Oysters			40
1 Sirloin Steak			90
1 Hash Brown Potatoes			20
2 Bottles Milwaukee			30
2 Coffee			20
2 Cigars			25
Walter No. 26			

DIAGRAM NO. 36.

will be noticed, is dissected into the departments of Food, Wine, and Cigars. Also he stamps the price on the checker's slips which procure wines or cigars.

It is the business of the checker to inventory the filled trays as brought before him and to see that the articles served correspond



each place you secure employment, so it is necessary to be able to adapt yourself to any and all.

\* \* \*

## THE RESTAURANT WAITER AT WORK.

I have observed in the European service that the majority of waiters who go from place to place looking for European work, when asked: "What is the preliminary work to a la carte service?" they are unable to answer the question.

First: The most essential point of success along the line of how to master the a la carte service is the set-up.

Serve water first.

In a great many cafes and restaurants there is objection to the set-up of bread and butter, but allow the silver to be put on the table; that is, place knives and forks, but no bread and butter until such food as ordered is ready to be served, the reason given being that too much bread and butter are consumed by such methods. But if the management would take time to figure out how many guests a waiter can handle by using the bread and butter set-up, which, to my mind, is the preliminary to good service just the same as a foundation is to a great building, he would say: "Make the bread and butter set-up, by all means."

For illustration, we will take up a few orders for a waiter to handle using the bread and butter set-up: You are at your station and the first man up. The head waiter seats a party of two persons at your station. (In the following description of the waiter's work this party will be referred to as party No. 1.) If he does not present them with blank check for writing the order on along with the bill of fare, it is your duty, before serving water,

to place your check book (or a blank check, as the custom of the house may be), together with a lead pencil on the table at the seat of the guest who will do the ordering.

If the diners wish to pay their bills separately, then each one should be provided with a blank form on which to write his order.

The checks will be numbered in consecutive order, so (in case your check book is left on the table) take particular notice of the number of the top check so that said guest may not destroy a check during your absence in serving water without your knowing it.

Should any check issued to you be lost, misplaced, or destroyed by guest or waiter, unless you, the waiter, can produce the torn pieces of said check or can give satisfactory account of the loss, you will be responsible for its face value, usually a stipulated sum which the management fixes as reimbursement. A loss of this kind is liable to cause you immediate dismissal for tampering with the book.

After serving water, your next duty is to remain within speaking and hearing distance, ready to give any information in regard to prices, portions, how much one order or a half portion will serve, tell of any new articles that may have been added to the bill, how such and such dish is cooked, whether it is good, which dish may be specialized and is always good, etc.

After the patron has written his order (for illustration after the manner as indicated in diagram No. 36) you remove top check from lock and ask any questions about the order that you may not understand.

Party No. 1 orders:

*Steak*  
*Potatoes*  
*Coffee*

Proceed to the kitchen, place the order with



the outside checker (who generally has a desk near the door). He calls off the order to the chef. You listen to see if he calls the order correctly. The checker retains your check and sets prices to articles ordered.

You should then return immediately to dining room and make your set up.

2 steel knives

Carving knife and fork

2 table spoons

3 tea spoons

1 tray of bread

2 butter plates each with a print of butter (if summer time place a few pieces of broken ice on the butter)

Place the carving knife and fork at the plate of the guest who did the ordering; also large spoon.

Place a bottle of worcester or chili sauce on the table.

The head waiter has now seated another party at your station (which we will call party No. 2) and calls your attention to the fact that it is your up.

You should place your check book (or blank checks) and pencil as in previous instruction. Serve water, and you are ready to receive this order. Party No. 2 consists of four persons. While this party are making out their orders return to kitchen to find your steak and potatoes ready.

Return to dining room with steak and potatoes, pot of coffee, and pitcher of cream. Present steak to guest. Uncover it. Ask "Shall I carve your steak, Sir?" If he desires to carve it himself, he will tell you. Place it on the table as shown in diagram No. 38.

After completing your service, as in diagram No. 38, refill water glasses.

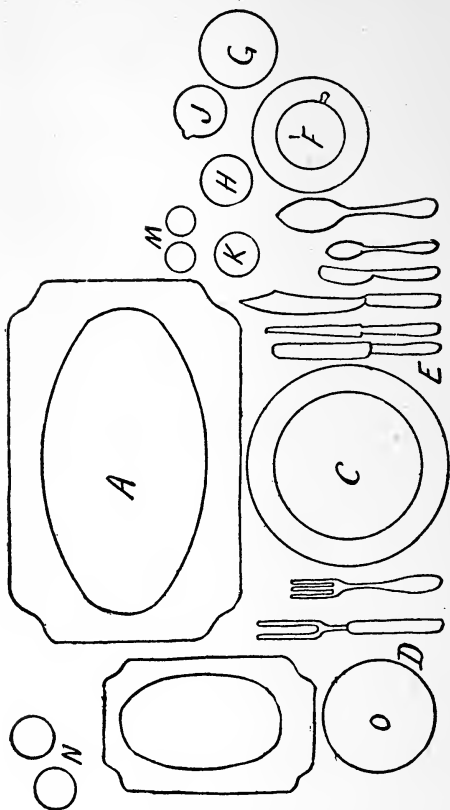


DIAGRAM NO. 38.

A. Steak platter with cover; B. Potatoes platter with cover; C. Service plates; D. Carving fork and small fork; E. Dinner knife, steel, carving knife, butter knife, tea spoon, service spoon; F. Cup and saucer; G. Sugar; H. Water glass; J. Cream; K. Butter; M. Salt and pepper; N. Table sauces; O. Bread.

Ask guest if anything else is wanted. If he says "No" then you can say to him that you will return soon, should he need your service.

Step to party No. 2 and say "I am at your service, please." They will give the necessary instructions in regard to their order, which is

*Oyster cocktail*  
*Chicken en casserole*  
*Potatoes au gratin*  
*Neufachtel cheese*  
*Crackers*  
*Coffee*

Remove check as instructed above, and proceed to kitchen as before.

After hearing your order called to chef, return to dining room and take notice of party No. 1. Replenish water glasses and see if anything is needed.

Return to kitchen. Get four orders of butter, bread and wafers, four steel knives, four large forks, four cheese knives, four oyster forks, four salad forks, ladle, one large spoon, one serving fork. Return to dining room and make set up according to diagram No. 39.

Party No. 1 is about through. Offer bill of fare. Nothing wanted. Remove soiled dishes. Crumb cloth. Serve finger glasses. Proceed to kitchen; and don't forget to take the soiled dishes with you. Say to checker "Let me have check No. 1." He will at once foot your check up.

Meanwhile get four oyster cocktails for party No. 2.

Return to dining room. Present check to guest on silver tray, placing tray on the table, and proceed to serve party No. 2 with the oyster cocktails.

Pass salt, pepper, tabasco, and wafers.

Then return to party No. 1 to collect the check.

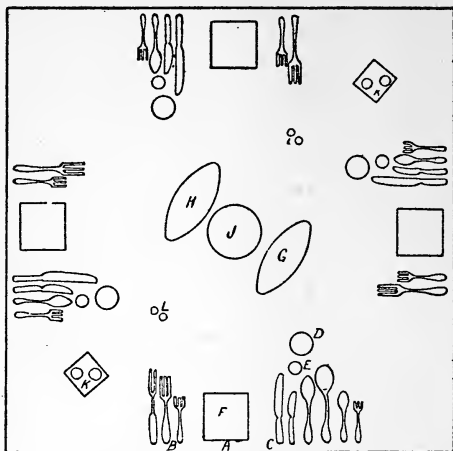


DIAGRAM NO. 39.

A. Seat of host; B. Service fork, dinner fork, oyster fork; C. Steel knife, butter knife, service spoon, ladle, teaspoon, oyster fork; D. Water glass; E. Butter; F. Napkin; G. Silver tray of wafers; H. Silver tray of bread; J. Water bottle; K. Tray with tabasco and horseradish; L. Salt and pepper.

After paying check to cashier, if party No. 1 have left your station, change the table cloth and place napkins.

Party No. 3 (one person) has now arrived. Place check for order book to be written on as before, serve water; then step to party No. 2 and replenish the water glasses.

Remove cocktail service, crumb table. Return to party No. 3 and receive an order for cut of:

*Roast beef*  
*Mashed potatoes*  
*Pot of coffee*

Return to kitchen taking cocktail service with you.

Place order No. 3 in checker's hands. Then

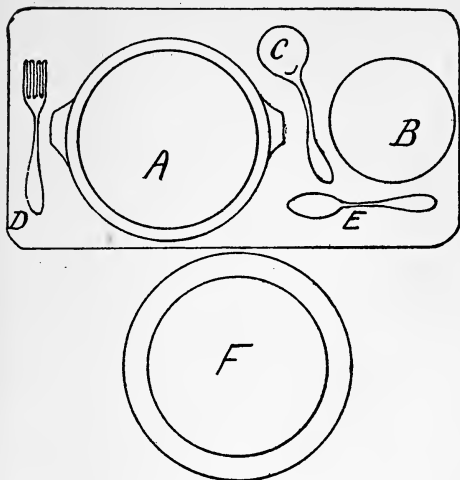


DIAGRAM NO. 40.

CASSEROLE SERVICE ON SERVICE TABLE: A. Casserole; B. Au gratin potatoes; C. Ladle; D. Fork; E. Service spoon; F. Service plates.

*get wise:* Step over to the chef and ask about your chicken en casserole. Ten minutes more!—Return to dining room and make the set up for party No. 3: One steel knife, one butter knife, two table spoons, one fork, one plate with butter on it, one tray of bread.

After placing set up for No. 3, step back to party No. 2. Replenish water glasses.

Return to kitchen for order No. 3, and serve about the same as you did in diagram No. 38 illustrating steak service.

Return to kitchen for party No. 2, order of chicken en casserole, which is ready.

Return to dining room. Present it to guest. Ask if you shall serve it. If they desire you to serve, then you will remove the service you had placed on the table to serve with to the

side table and proceed to serve as in diagram No. 40.

After helping all four plates as above shown, proceed to serve to each guest a plate, the host last.

Pass salt, pepper, bread. Replenish water glasses. Then return to party No. 3 and say "I am at your service, Sir." If he cares for nothing else remove soiled dishes. Serve finger bowl.

Take soiled dishes to kitchen. Ask for check for party No. 3. Present check to guest as before, paying same to cashier.

Now give your attention to party No. 2. Replenish water glasses. Offer to serve more chicken, if any left.

After the party has finished the chicken, remove soiled dishes, crumb cloth, taking notice if any of the silver has not been used; replenish that which has been used. Then proceed to pantry for cheese and crackers, and serve as in instruction previously given for Neufchatel Cheese, Bar le Duc Jelly. Then pour coffee in A. D. cups (or large cups as may be ordered) from pot and serve. Pass sugar and cream.

Guest may now order cigars. If so, procure special cigar check slip from checker and proceed to cigar stand for them.

Return, pass cigars, strike match, pass ash trays.

Proceed to kitchen with soiled dishes. Ask for check for party No. 2. Present to guest on silver tray. Pay check to cashier; and you are ready for party No. 4.

\* \* \*

## STEAKS.

Few American plan waiters, and some, even, who class themselves as European plan waiters, know how to serve or carve a large steak, in event they are trusted to remove it to a side

table to carve. A few remarks, therefore, along the line of steaks, should be of value to the aspiring student for European service.

There is a great difference between a Short Steak, Rib Steak, Sirloin, Double Sirloin, Extra and Special Extra Sirloin, Porterhouse, Double Porterhouse, Extra and Double Extra Porterhouse. The average American plan waiter is so accustomed to serving small steaks, thin and tough, that when he meets the above named steaks in all their splendor with the natural juice oozing from them and plenty of fat attached, his first thought is to trim all the fat from the steak as one would the rind from a slice of bacon or ham. Should the waiter be told to carve it, it is probable that ninety per cent. of the American plan waiters would cut such steaks into thin strips as one would slice bacon or ham.

The average guest who invests his money in a good steak wants it cut and served to him in strips; but his expectations are to have it so carved that each cut *retains its natural juice*, which makes all beef worth while to eat.

To carve sirloin steaks, club steaks, porterhouse, double and extra porterhouse, much care and judgment should be exercised to get as many portions out of the steaks as will give each person you are serving a perfect cut.

The ordinary Club steak will serve two persons, but is generally sold for one. When two persons partake of such a steak an extra charge, say fifteen cents, is customarily made for service (unless other articles are ordered to offset such charge for extra service of second party).

An Extra Sirloin can be served for two or three persons. It is usually served to two persons.

A Double Extra Sirloin can be served to six persons with plenty to go around.

In carving such steaks a waiter should size up his steak well before drawing his knife through it, for, once cut too thin or too thick, it cannot be replaced in its proper form.

The Porterhouse, single, is easy to carve. The Double Porterhouse which comes thicker, and the Double Extra, which is very thick (and sometimes carelessly cooked) as well as the other steaks, can be most miserably served, unless the carver is quite smart with the knife.

One great drawback to the service of such steaks is that so many American people are nervously impatient and give the *hurry up* order. They seldom want to wait or take the time for such steaks to be perfectly cooked, consequently, the steaks are burned, scorched, in fact very badly broiled. But the service must make up for the bad broiling; and it takes a mighty good waiter at times to keep such guest from complaining and refusing to accept steak.

#### TO CARVE A CLUB STEAK.

If you are asked to carve a Club steak (which is about three-fourths of an inch thick), cut it in strips about one inch wide. See diagram No. 41.

First trim off the butt end at point A, then cut through as indicated by the dotted lines.

The ends marked B are discarded by some persons, and by others are considered the best part of the steak, especially when cooked crisp.

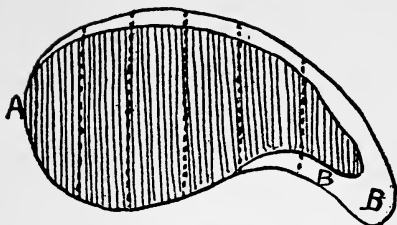
#### TO CARVE AN EXTRA SIRLOIN STEAK.

Carve an Extra Sirloin steak same as Club steak.

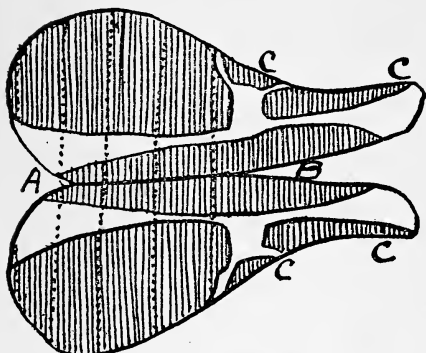
#### TO CARVE A DOUBLE EXTRA SIRLOIN.

The Double Extra Sirloin is one large steak cut about five inches thick, then split through

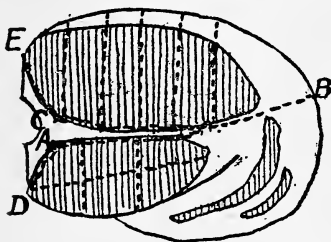




CLUB STEAK



DOUBLE EXTRA SIRLOIN

PORTERHOUSE  
DIAGRAM NO. 41.

the middle from A to B as indicated in diagram No. 41, not quite through, but sufficiently so as to lay it open to make broiling quicker; which, if left as first cut, would be near a

roast. The dotted lines show where to carve the steak. From C to C is practically all fat. It is here where the uninformed guest and waiter make a great mistake in the carving, thinking that this end is solid meat.

### TO CARVE THE PORTERHOUSE—SINGLE OR DOUBLE.

Stick knife point almost perpendicular at point A, (see diagram 41) which is into the corner of the T bone. Cut along dotted line to point B.

Then place knife point at point C and cut down the other side of the bone to point B also.

Place knife at point A and cut through to point D.

Place knife at point C and cut through to point E and you have your steak separated from the bone.

Cut the meat into portions according to number of persons to serve, dividing the Sirloin and Tenderloin into equal parts.

### TO CARVE MALLARD AND TEAL DUCK.

Mallard and Teal ducks, when in season, are much in demand by lovers of the web foot.

As the breast is all that is cared for of the Mallard and Teal, it is well to be able to remove the breast intact, or without resort to slicing more especially when serving a half breast or a whole duck to a person.

Turn the duck on its back. Insert knife and cut down close alongside the breastbone, first one side and then the other.

\* \* \*

### TO CARVE FISH.

Planked fish, or fish that are served whole, such as White fish, Shad, Black Bass, and Trout, should be carefully carved and served without breaking the flesh.

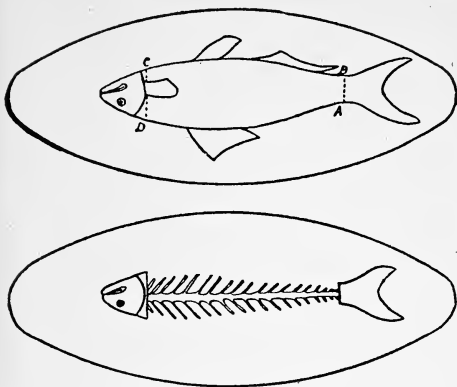


DIAGRAM NO. 42.

To carve a white fish: (See diagram No. 42.) Run a regular fish knife into back of fish at point A, directly over the center bone to point B and slide knife along over the bone to points C and D. (If the fish is cooked thoroughly your knife should follow along the bone very easily; if not well cooked you will not be able to successfully separate the flesh from the bone.)

Draw the knife out and cut across at point C and D, then cut into as many portions as desired, placing on plates.

Turn the fish over and perform the same operation, which will leave fish as shown in diagram No. 42.

\* \* \*

## OYSTERS AND CLAMS.

For many years the only customary accompaniment to the service of raw oysters was a plate of crackers, salt, pepper, and horseradish; but, as time has advanced, custom has made it necessary in many places to serve bread, butter, tabasco sauce, horseradish, and catsup. The proper accompaniment to raw

oysters is tabasco, horseradish, salt, pepper and wafers; but, to meet the requirements of all, you will do well to follow the custom of the place in which you are employed.

---

### TO SERVE OYSTERS ON THE SHELL.

Oysters may be served on regular oyster plate or on soup plate with shaved ice and a paper doily on the ice. They should be on the deep shell. Serve wafers, tabasco sauce, horseradish, salt, and pepper. Place tabasco and horseradish on a silver tray.

---

### OYSTER STEWS.

Serve in bowl or silver soup tureen. Serve crackers, catsup, cold slaw.

---

### CLAMS.

Service same as oysters.

---

\* \* \*

### LOBSTERS.

The lobster, a shell fish much esteemed, is served in many ways, but more particularly "Live Broiled" and "Cold Boiled."

Often you may be left alone, or sent to some place of stag entertainment, or a fish dinner, and have to serve lobster.

To split a lobster is an easy matter and every waiter should know how. I once was in charge of an up-to-date cafe in a far inland town and it was the desire of the management to specialize sea foods. A chef of no small ability was employed, but, to my surprise, he was afraid of the live lobster—knew not how to boil a lobster, or split one open. He was perfectly ignorant of its service and I had to help him out. So you may see that occasionally a waiter may possess a knowledge of cookery in some lines that a high priced chef may be weak on; consequently a few re-

marks on How to Serve Lobster will, I hope, prove useful information.

To split a Cold Boiled Lobster (which, after boiling, is red): Run cold water on it to remove any slime or undesirable particles that may be clinging to the shell. Lay the lobster on the table straight out as in diagram No. 43.

Grasp, with left hand, the fingers at point A and the thumb at point B. Have a French knife (about twelve-inch) with sharp point. Stab the lobster through to the under side at

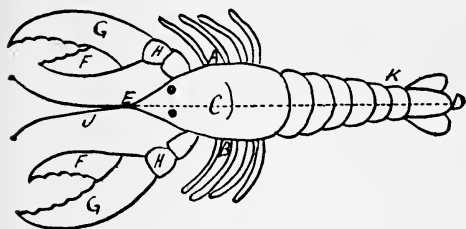


DIAGRAM NO. 43.

point C. Then rip straight through the back from point C to point D.

Turn the lobster around: that is, put his head where his tail was. Then place the knife in point C and rip to point E and the lobster is split in half.

With your knife crack the claws at points F, G and H.

Remove the intestines.

\* \* \*

If COLD BOILED LOBSTER, place a napkin or fringed doily on a large platter. Place the lobster on the platter flesh side up, with half a lemon at points J and K.

Serve with service plates in front of guest; the platter in front of plate, also a service

plate to the left of guest for debris from the lobster.

Serve bread and butter, English mustard, worcestershire sauce, chili or catsup, as desired.

Finger bowls at once.

\* \* \*

In splitting a Live Lobster for broiling, beware of getting your fingers pinched in the handling.

Split same as directed for cold lobster.

Serve Broiled Live Lobster same as Boiled Cold, except serve drawn butter along with the chili sauce.

\* \* \*

## CHAFING DISH AND APPOINTMENTS.

The regulation spoon and fork, both with long handles, the spoon with a broad bowl, the fork with long and wide tines.

A flagon or small pitcher for the alcohol, with which to replenish the lamp.

A silver tray to set the chafing dish on, to guard against accident; for the least draft of air may cause the blaze to flare, sometimes setting fire to the table cloth.

The dishes that can be prepared with the chafing dish are too numerous to mention; but I will give an illustration of its use.

Alcohol evaporates very fast and the ordinary lamp holds only a small portion; consequently, when the food to be served in the chafing dish is prepared in the kitchen, you should delay lighting the lamp until ready to return to the dining room; or when the food is about to be turned into the blazer (which is the top pan). The lower pan, which is for hot water, should be filled only about half full, and in time to keep its heat after lighting the lamp. If you put in too much water it may boil over, causing delay, soiling the cloth, etc.

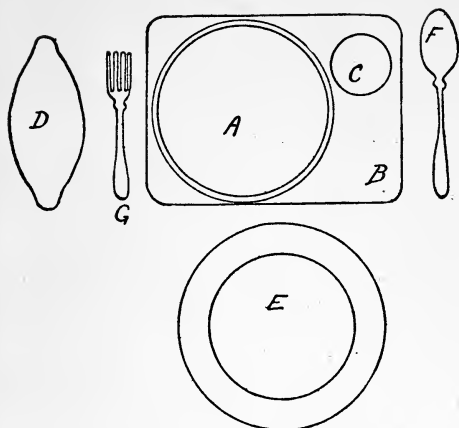


DIAGRAM NO. 44.

A. Chafing dish; B. Tray; C. Flagon of alcohol; D. Tray of toast; E. Service plates; F. Spoon; G. Fork.

Diagram No. 44 illustrates service of the following named dishes, which, with many others, are popular for the chafing dish:

Chicken hash with peppers.

\*Welsh rabbit.

\*Golden buck.

Southern hash.

Lobster Newburg.

Oyster stew.

Soups.

Oysters, Poulette.

Frogs legs, Poulette.

Poached eggs.

\*Scrambled eggs.

Scotch woodcock.

Roast squab.

Roast quail.

\*Salmi of game, and others.

\*Indicates dishes with which toast may be served as accompaniment.

## THE HEAD WAITER.

There seems to be all the time a scarcity of good head waiters—men with the necessary ability, tact, energy, and the generalship to suit the present requirement.

Twenty years ago the “wall-flower” head waiter (I speak of the class of head waiters who never had any business two feet away from the dining room door) was a man of great size, portly, stout. He was not fitted for the position unless he possessed a handsome appearance, wore side whiskers, also a mustache, which he took great pride in twisting and fumbling with. This wall-flower type of head waiter is fast fading away. Today size and good looks do not count for nearly so much as ability to handle a crew of men and “deliver the goods” in the line of up-to-date service.

The “working head waiter” idea may not suit the notion of some of my readers, especially those of the wall-flower type. Experience in traveling, however, has taught me that the modern head waiter must adapt himself to conditions as he finds them. I do not mean by this that he should perform the duties of a side waiter: but there are a thousand things in which he can serve his employer’s interest without sacrificing his dignity. Upon occasion he can handle the saw, nail and hammer (as outlined in chapter or fixing the banquet tables), assist in the matter of setting out plates, garnishing, etc., to facilitate the service from the kitchen and pantries. He should not be so proud that he can not serve a glass of water, pass a spoon, bread, salt, or pepper.

Use forethought in your work. Don’t trust to chance. Cultivate pleasant relations with the steward and chef, that you may be mutually helpful in your several departments.



The skilled head waiter who has demonstrated himself trustworthy should command a smart salary. To be a head waiter one must first have many years' experience in hotels, cafes and restaurants as a side waiter. You become a head waiter by demonstrating your ability, or rather, by having your fitness recognized by the employer who is looking for a good head waiter. The first promotion to executive position is when you are made captain. As a captain you learn to handle men, good and bad. Never aspire to the position of head waiter. Let it come to you unexpected. But once in harness take right hold of the reins and tighten up. Keep your crew right in front of you. Let them know that you are the general and that you are watching every move. Let them know that their faithfulness to duty is the only reprieve from dismissal. Have no favorites, pets, or spies. Let all look alike to you. Trust no one to do that which is entrusted to you to do. Watch all points. Watch the steward and the manager: note their peculiarities, study their wants. Be a mind reader. Know when to move away, and when to come forward. Don't butt in, but keep out. When you are wanted, you will be told. Don't be contrary. Do as you are told, then offer suggestions, if they will be considered. Don't get uneasy if the proprietor don't say "Good Morning" to you. Don't think every time he is talking to one of your waiters, he is talking about you. Don't be superstitious. Don't draw money between pay days, or be garnisheed. Don't gamble, play cards, or checkers with your crew, or room them at your house, or ask them to tip you, or sell them a jacket or a vest. All these things bring on a familiarity which breeds contempt, and results in loss of control of your crew;

and sooner or later will be the cause of your own dismissal.

Take notice when the proprietor enters the dining room. His eyes see every defect at a glance. Generally you are the first one he meets, and he sizes you up from head to foot, your shirt, collar, your cuffs, your trousers and your shoes. Keep neat and clean yourself, and your crew may follow suit. Give dining room plenty of air and ventilation at all times. Fresh air is necessary. See for yourself that all side work is properly done, that sideboards are clean, also the finger glasses and crumb trays.

Don't talk too much to the proprietor. When he comes to the room, let him alone. Stay away from him. Say "Good Morning" to him as you would to a guest, for you have plenty of business, without trying to entertain him. Do not be afraid of him, his wife, son or daughter. There is no occasion to be, so long as you are doing your duty. Treat them as the guests, with becoming respect. Give prompt service, which indicates that the guests get the same. Serve them as soon as possible. Don't be afraid to use the family waiter in case you are short of help: but it is best to always get rid of the family first. (It is often difficult nowadays to keep a "family" waiter. Why? I cannot tell—unless tips!)

Don't imagine the proprietor wants you every time he comes to the dining room door. Stay away. If he wants you, he will tell you by a sign. It is his place, and he has a right to look into his own place.

\* \* \*

The steward is the man who can make your position pleasant or unpleasant. The head waiter and steward should be on good terms at all times. Work to each other's

interest. Keep the steward posted as to the pleasure of the guests, how they are pleased with the furnishings of the table, etc. The steward can save you much trouble, as, for instance, he can often reach the proprietor in a help proposition better than you can. Honor and respect him as your superior. Obey his orders; and you will find by so doing, that you may be let alone to run your own department.

\* \* \*

The clerks are an important link to your position. Be as pleasant with them as you can, for they can save you much trouble; and, remember, can also make you much trouble, if they form a dislike for you. The clerk today may be manager tomorrow, proprietor next week.

---

### A FEW DON'T'S.

DON'T pull your mustache.

DON'T clean your finger nails in dining room.

DON'T fail to report for duty without permission.

DON'T carry packages from hotel.

DON'T hang around office or bar.

DON'T play or get familiar with female help.

DON'T get in the steward's path.

DON'T double an order for one person.

DON'T refuse to accept your order in kitchen.

DON'T complain about your work.

DON'T strike.

DON'T dictate to guest.

DON'T play in the kitchen.

DON'T debate with cooks.

DON'T use tobacco or gum in dining room.

DON'T make disturbance because you are going to quit.

THE END.

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# *The* American Waiter

*By John B. Goins*

## PART 2.

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## INTRODUCTION

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In writing this appendix to *The American Waiter* my aim has been to add chapters on European service, parties and banquets, which I trust will meet the requirements of polite service. With the proper application of the instructions given and improving on them when opportunity presents itself, you have a fundamental principle to work from that would otherwise take many years of travel and experience to gain.

There are different ways of giving good service and it is impossible to prescribe hard and fast rules. I have outlined only those methods that have proved satisfactory in places where I have been employed.

The illustrations in the book are crude, but I trust they will serve to convey the ideas intended.

J. B. G.

**PORTIONS AND HALF PORTIONS:** These rules will apply to any high class restaurant or club:

In restaurants where they serve half portions, the half portion is intended for one person.

One whole portion will serve two persons.

When one whole portion is served to three persons, an extra charge is usually made for service, as the extra napkin, china, silver, glassware, condiments and the like. Two whole portions will serve four persons; three whole portions will serve six persons, etc., etc. High class hotels, restaurants and cafes now customarily serve a single portion to one person only.

\* \* \*

**RECOMMENDATIONS FOR TO-DAY:** Owing to the fact that it is impossible for all waiters to be at roll call to acquaint themselves with the "specialties for to-day," the head waiter is furnished with a list of "ready" dishes and other articles to be recommended to guest for the day. He reads this to the waiters at roll call; and for the convenience of those waiters who are not at roll call, the list is posted on a blackboard located in a conspicuous place, where each waiter may see what the chef has specialized for the day. See accompanying illustration:

### RECOMMEND TO-DAY

*Whitefish*  
*Shad and Roe*  
*Spring Turkey, planked*  
*Blue Points, Rockaways*  
*Salads of all kinds*  
*Desserts*

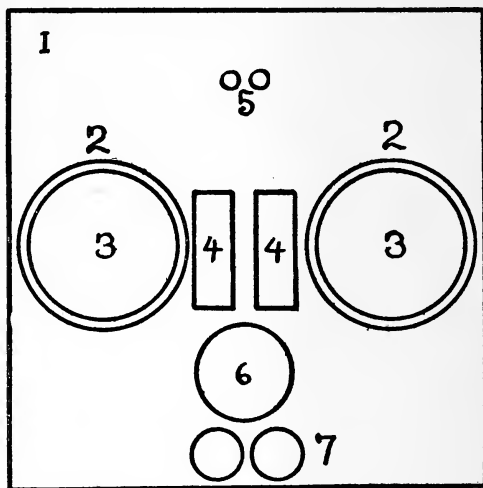
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To be a good, first class salesman, keep yourself well posted on what is specially good to-day, how it is cooked, and the price. Recommend soups, relishes, salads, desserts, as there is more profit in these than in steaks.

\* \* \*

Do not fail to put the number of persons on each check that you serve.

**SERVICE PLATES:** In all high class cafes or restaurants, the use of service plates has become general. Special service plates (base plates) are provided for this purpose, and each table should be set with them. In some places it is customary to have service plates on the table throughout the service, only removing to be cleaned when soiled. But a great many guests object to having a plate under the one they are eating from, and may ask you to remove it. In such cases, you must do so; also inform your head waiter that the guest prefers to have the service plate removed. For illustration of a table set with service plate, see diagram No. 45.



**KEY TO DIAGRAM No. 45:** 1—Table; 2—service plates; 3—plate on which food is served; 4—napkins; 5—salt and pepper; 6—water bottle; 7—water glasses.

\* \* \*

**CLUB BREAKFASTS:** A combination set of breakfasts which can be had at a set price for each breakfast, and are numbered from one up.

Each breakfast has its particular combination,



and may not be changed, altered, or substituted with dishes from other combinations, but must be served as they appear on the bill.

\* \* \*

### CLUB BREAKFASTS

No. 1—35 cents: *Oatmeal; rolls and coffee.*

No. 2—60 cents: *Bacon; boiled eggs; wheat cakes; coffee.*

No. 3—60 cents: *Ham or bacon and eggs; baked potatoes; rolls; coffee.*

To order any club breakfast as illustrated, simply write on the check the number of the combination, as "No. 1" or "No. 3."

\* \* \*

### PAYING CHECKS AT CASHIER'S DESK:

When several are at the window at one time, never throw a check down and walk away. Wait your turn, and pay check directly to cashier. In receiving change from cashier, count it in her presence, that any mistake may be corrected at once.

The cashier will foot up all checks; but it is best that you learn to foot up your own check, as it will help you in your service. After your check has been footed up, present it to your patron, that he may know what the amount is, so there can be no doubt as to the correctness of the bill, or an overcharge.

\* \* \*

**WRITING ORDERS FOR GUESTS:** Some restaurants and cafes require the waiters to write the orders on the checks. Here it must be understood that you are responsible for any mistakes in your ordering. That is, should you write a whole portion when you only wanted a half portion, you will be responsible for the whole portion, and made to pay the difference in price.

Experience has taught me that the safest way is for the guest to write his own order, which is evidence to settle mistakes, for the guest generally knows his own handwriting.

Read all orders carefully before leaving guest, as it is very annoying to return to guest, after being in the kitchen for fifteen minutes, to ask some question you should have found out before leaving the dining room.

**WHEN GUEST REFUSES TO ACCEPT ARTICLE:** Should guest refuse to accept any article ordered, and you are perfectly sure in your own mind that the article is what it is represented to be, and you have made the necessary explanations to the best of your ability, in a polite and intelligent way with that "smile that won't come off," and the patron asks you to send the head waiter to him, then say, "I will gladly do so." But do not say to the head waiter, "Mr. B., the party on my station would like to see you." Instead, explain the circumstances, and tell the head waiter what objection is made to the article, and whether you had offered to exchange it. By so doing, your head waiter will know just how to handle the case satisfactorily to the guest and the management. Otherwise, the head waiter is liable to undo what you were on the right road of doing.

\* \* \*

**ARTICLES TO BE SCRATCHED ON BILL OF FARE:** Articles appearing on bill of fare sometimes run out, and it is necessary to scratch the bill. Do not scratch out the article as in Diagram No. 46-B, but use the lines as in Diagram No. 46-C.

<del>Broiled Bluefish</del> . . . . .	<del>.40</del>	46B
Broiled Halibut Steak . . . .	.40	
<del>Broiled Salmon Steak</del> . . . .	<del>.30</del>	46C

Note: Waiters must not scratch articles off the bill unless so instructed by the head waiter, who should be notified by the steward or chef when to do so.

\* \* \*

**RELISHES:** In some high class restaurants there is a charge for such accessories as salad

dressing, chili sauce, chow chow, chutney, mayonnaise, etc. In places where the trade is of a moderate class these relishes are served gratis; but in general only worcestershire, horseradish, mustard and tabasco sauce are served gratis, so it is necessary to adapt yourself to the rules of the place where you are employed.

\* \* \*

**ARM SERVICE:** In recent years many hotels have adopted the arm service, and the old-fashioned tray is fast passing out of existence, the only tray used being for silver service. To be an all-round waiter in the matter of carrying a tray, and doing without it, it is well that you should learn to carry dishes on your left arm. While the service is not universally used, it will eventually be so. It is useless for me to attempt to write a chapter on "How to carry dishes on your arm," for no two waiters carry them alike. It is an art that you will have to master for yourself, and the sooner the better for you.

\* \* \*

**WAITER'S SILVER CABINET AND TRAY REST:** In many of the high class cafes and restaurants, each waiter has his own silver cabinet at his station in the dining room (see diagram No. 47). Each waiter is responsible for every piece of silver assigned to him; also napkins, table cloths, service doilies, etc. In other words, a full working outfit is in his cabinet. Should you be assigned to one four-seat table, your cabinet should be equipped with:

2 double sets of silver, consisting of 16 steel knives, 16 silver knives, 16 forks, 16 butter spreads and 16 fruit knives.

2 carving knives and forks for steaks; 1 bird or duck carving set; 1 fish knife and fork; 1 salad set.

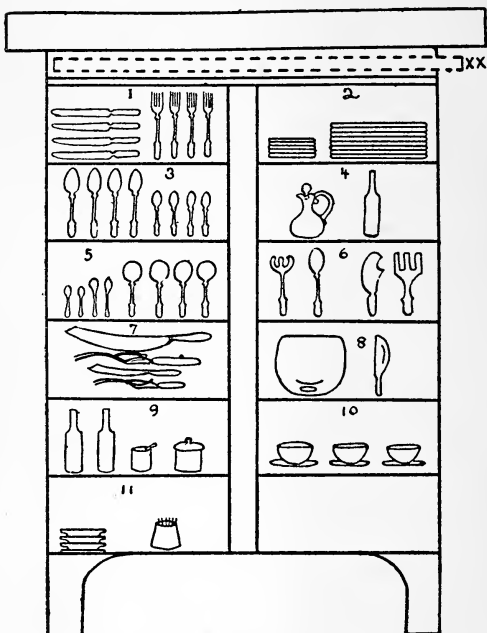
24 tea spoons; 12 bouillon spoons; 12 after dinner spoons; 6 service spoons; 12 soup spoons; 12 dessert spoons.

1 cigar lighter; 4 ash trays; 2 match safes.

1 mustard pot; 1 horseradish pot; 1 catsup; 1 worcester or other sauce.

6 finger bowls; 1 crumb tray, etc.

When such cabinets are used, tray rests are not used, as the tray is rested on top of the cabinet. This cabinet is so arranged as to have a sliding leaf which can be pulled out at the side, making an extension for carving and serving plates.



KEY TO DIAGRAM No. 47: X—where waiter rests tray; XX—extension leaf; 1—silver and steel knives and forks; 2—napkins, doilies, and table cloths; 3—table, dessert, and service spoons; 4—oil and vinegar; 5—tea, after dinner, and bouillon spoons; 6—fish and salad set; 7—carving knives and forks; 8—crumb pan; 9—worcester or other sauce, catsup, mustard; 10—finger bowls; 11—ash trays, matches.

**GOOD, POLITE SERVICE REQUIRES TIME:**

In order that you may be able to advise, and suggest to guest intelligently, and be a good, smart salesman, you should be posted on all subjects pertaining to your calling, especially as to the time required to cook special dishes, steaks, chops, etc.

TIME REQUIRED TO COOK	MINUTES
Rump steak, for 1 or 2 persons.....	15
Club steak, for 1 or 2 persons.....	20
Hamburger steak, for 1 or 2 persons.....	20
Extra sirloin, for 3 persons.....	25
Extra large sirloin, for 4 persons.....	30
Porterhouse, for 1, 2 or 3 persons.....	25
Extra porterhouse, for 3 or 4 persons.....	30
Special porterhouse, for 5 or 6 persons.....	40
Planked sirloin, for 2 persons.....	20
Planked porterhouse, bouquetiere.....	30
Planked spring turkey, bouquetiere.....	40
Planked shad or whitefish.....	25
Special grills .....	20
Roast tenderloin beef, for 6 or 8 persons....	30
Chicken à la king, for 1, 3 or 5 persons.....	25
Chicken hash with peppers, for 1, 3 or 5... 25	
Home made soups:	
Clam chowder .....	25
Vegetable soup .....	20
Cream of tomato .....	20
Onion au gratin.....	25

\* \* \*

**HORS d'OEUVRES—APPETIZERS**

These are appetizers to start the meal with, as canape, caviar, anchovies, etc. Also at the head of the card are listed the vegetable relishes, as celery, olives, radishes, sweet pickles, chow chow, young onions, mangoes, etc., which should be served with blue points or clams.

\* \* \*

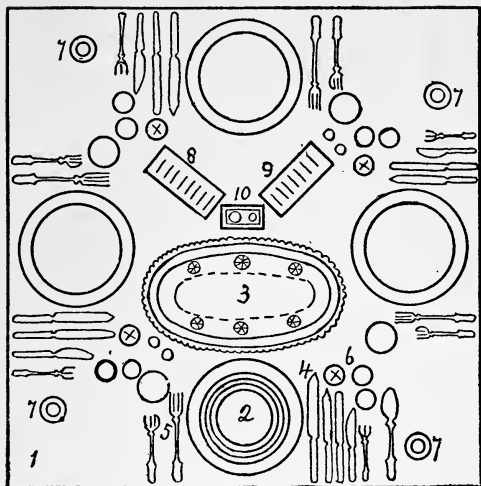
**SERVICE FOR FOUR PERSONS,  
WAITER NO. 16:**

The head waiter has seated a party of four at your station. Place your pencil and check book

at host's right, on the table. The bussman will serve water, the waiter standing within speaking distance.

NO. PERSONS <i>4</i>		WAITER <i>120</i> <i>16</i>	
<i>4</i>	<i>Cotuit</i>	<i>1</i>	<i>20</i>
<i>2</i>	<i>Celery</i>		<i>40</i>
<i>1</i>	<i>Bx Caviar</i>		<i>80</i>
<i>4</i>	<i>Planked Squab</i>	<i>4</i>	<i>00</i>
<i>4</i>	<i>Artichoke F. H.</i>	<i>1</i>	<i>20</i>
<i>4</i>	<i>St. Jacques</i>		<i>80</i>
<i>4</i>	<i>Hemi-Taise</i>		<i>40</i>
<i>4</i>	<i>Cocktails</i>		<i>50</i>
<i>1</i>	<i>Quart Mums</i>	<i>4</i>	<i>00</i>
<i>2</i>	<i>Cigars</i>		<i>30</i>
	<b>TOTAL</b>	<i>13</i>	<i>60</i>

When guest has completed the order and hands check to you, read carefully before you start away. Ask any necessary question regarding the order. Say to bussman: Put on service for cocktails. Then put on service for celery, birds, oysters, salad. The bussman should put on all necessary silver, bread, wafers, butter, horseradish, and tabasco sauce (see diagram No. 48—Check of party, with order made out). Diagram No. 49, as bussman should set table for waiter.



KEY TO DIAGRAM No. 49: 1—Table; 2—service and four plates for caviar; 3—platter with caviar; 4—steel knife, silver knife, butter spread, oyster fork, service spoon; 5—two forks for bird and salad, and plate for celery; 6—butter, water and “X” wine glasses; 7—small plate for cocktail glass; 8-9—bread and wafers; 10—tabasco and horseradish on silver tray.

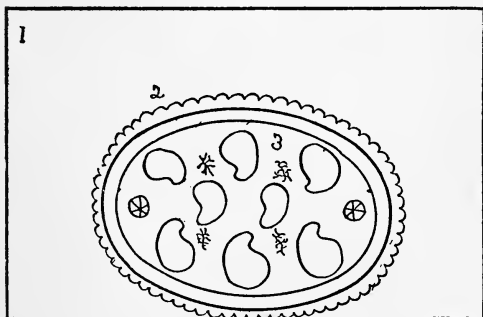
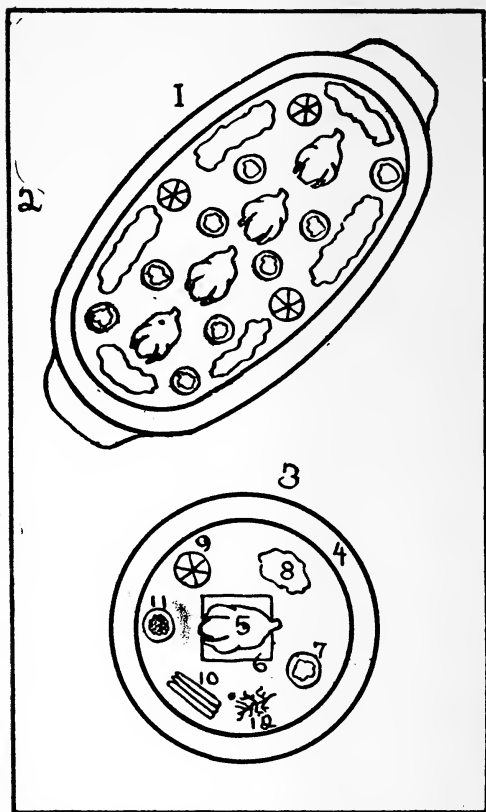


DIAGRAM No. 50 (SERVICE OF COTUITS): 1—Table; 2—12-inch platter with doily; 3—cotuits.



**KEY TO DIAGRAM No. 51:** 1—Planked birds as presented to guest; 2—birds removed to service table; 3—bird removed from plank to dinner plate; 4—dinner plate; 5—bird; 6—toast; 7—jelly in case; 8—mashed potatoes; 9—slice of lemon; 10—asparagus; 11—peas in case; 12—parsley.



Go to bar and order four cocktails, and one quart of Mumm's. Say to bartender: Let me have cocktails first, please. Leave your check with bartender that he may stamp the price. Return to kitchen pantry. First order celery and rye bread; then go to cold meat room. Order one box of caviar and four half orders of cotuits. Let me have the caviar first, please. Go to roast cook. Order four planked squabs, bouquetiere. Then you are on your way back to the bar for cocktails. Return to dining room; serve cocktails as in diagram 49, No. 7. Return to kitchen for caviar, rye bread and celery. Stop at checker's desk for her to stamp the price. Return to dining room with caviar on platter, celery in celery dish, rye bread and four six-inch plates. Present caviar to guest. Ask permission to serve it. If guest wishes to serve caviar himself, set it on the table as in diagram 49, figure 3. As host helps each plate, pass it to each guest. Pass the rye bread. Return to kitchen for cotuits. Stop at checker's desk and have price stamped on check. Return to station.

Serve cotuits as in diagram No. 50, passing tabasco sauce, horseradish, wafers, salt and pepper. Serve water, and more butter if necessary. Proceed to bar with check; call for your quart of Mumm's, and four glasses. Present check; have wine stamped on it. Return to station. Place wine glasses on table as in diagram 49, figure X. Remove oyster course. Crumb table. Replenish silver, etc. Return to kitchen for planked birds and four dinner plates. Stop at checker's desk; have price stamped. Return to station and present birds. If told to serve, see diagram 51.

After removing all birds from plank to dinner plates, as in diagram 51, No. 3, serve each guest, placing dinner plate on the service plate. Serve champagne at once.

Artichokes next course. Remove service of birds. Go to kitchen for artichokes; stop at checker's

desk. Have checker stamp price. Return to dining room. Serve artichoke as in diagram No. 52.

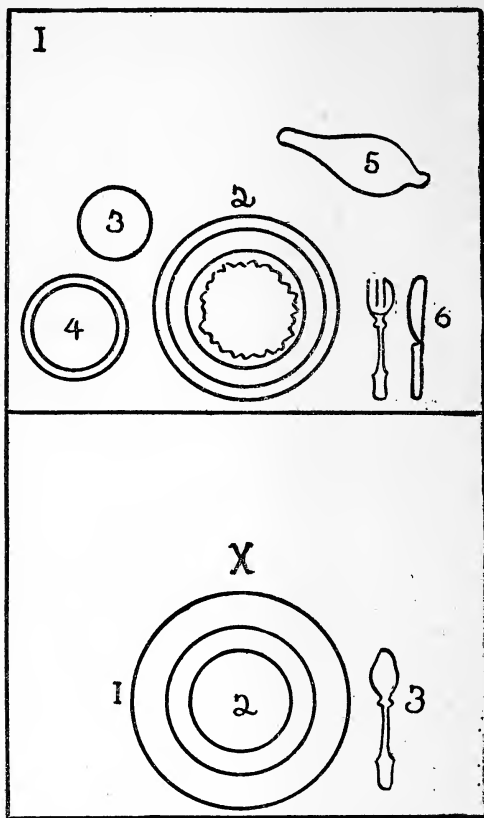


DIAGRAM No. 52: 1—Table; 2—artichoke served on six-inch plate with doily (pass wafers); 3—sauce dish; 4—service plate for leaves of artichoke; 5—gooseneck with French dressing or mayonnaise in sauce dish; 6—salad fork; butter spread.

Remove artichokes. Go to pantry for St. Jacques. Stop at checker's stand; have price stamped for St. Jacques. Return to dining room. Serve St. Jacques as in diagram No. 52X: 1—Service plate; 2—St. Jacques on 6-inch plate; 3—tea spoon.

Remove St. Jacques. Go to pantry for four demi-tasse coffees. Stop at checker's desk. Have price of coffee stamped on check. Return to station. Serve coffee in usual fashion. Proceed to cigar stand or bar for cigars. Have price stamped. Return to station. Pass cigars, ash trays, and cigar lighter or matches. Serve finger bowls. Go to cashier's desk. Have check footed up as in diagram No. 48. Return to station. Present check to guest. Receive cash, pay check, and return change. When guest leaves your station change cloth, and reset table. Bussman should restock your silver cabinet with silver.

\* \* \*

## SEA FOOD

TO SERVE BLUE POINTS OR OTHER SMALL OYSTERS  
(See diagram No. 53X)

TO SERVE ROCKAWAYS, BUZZARD BAY, LYNN HAVEN,  
NEW YORK COUNTS, COTUITS, AND CAPE COD  
OYSTERS (See diagram No. 53Y)

Serve tabasco sauce, horseradish, crackers, butter spread and oyster fork.

\* \* \*

Serve clams the same as blue points.

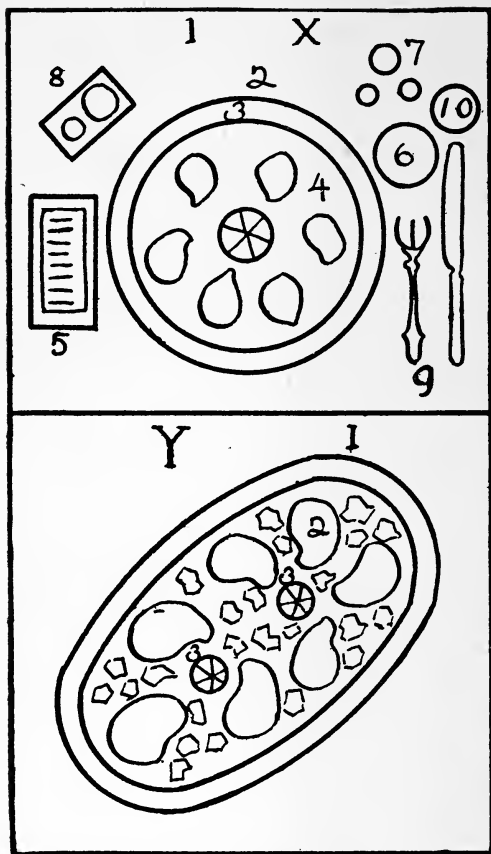
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Shell or pepper roast, or steamed oysters and clams: Serve same as in diagram No. 53Y, using napkin or doily on platter. Serve with plate.

TO SERVE OYSTER COCKTAIL, CRABFLAKE, OR LOBSTER  
COCKTAIL (See diagram No. 54)

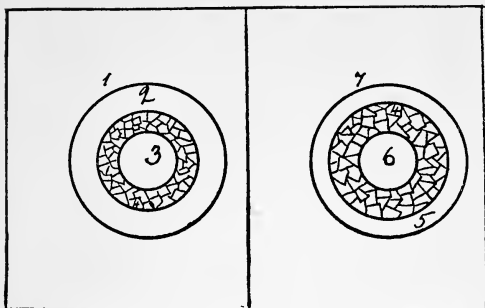
TO SERVE FRIED OYSTERS: PLAIN FRIED, CRUMB  
FRIED, BALTIMORE BROILED, OR PLAIN BROILED  
(See diagram No. 55)

TO SERVE BOSTON STEW (See diagram No. 56)



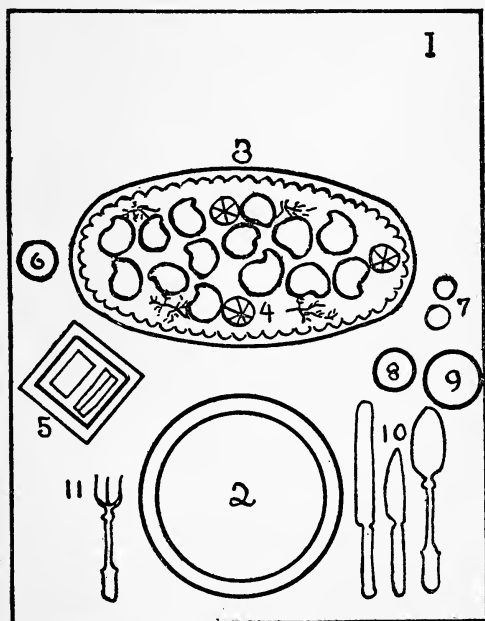
**KEY TO DIAGRAM No. 53X:** 1—Table; 2—service plate; 3—soup plate with ice; 4—blue points and lemon; 5—crackers; 6—water; 7—salt, pepper, catsup; 8—tabasco and horseradish; 9—oyster fork and butter spread; 10—butter.

**KEY TO DIAGRAM No. 53Y:** 1—12-inch platter with ice; 2—large oysters; 3—half lemon.



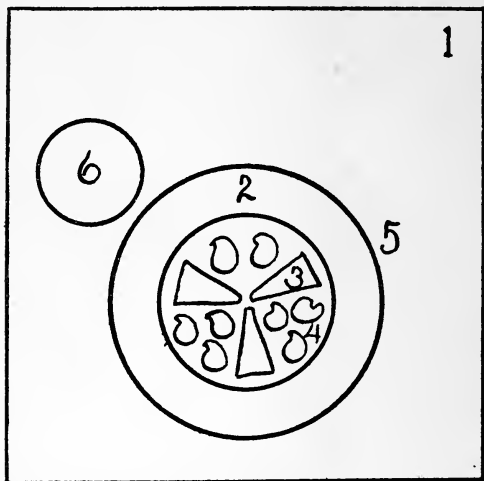
**KEY TO DIAGRAM No. 54:** 1—Service plate; 2—silver bowl; 3—glass vessel for cocktail; 4—shaved ice.

Or, 5—soup plate with ice; 6—glass for cocktail; 7—service plate.



**KEY TO DIAGRAM No. 55:** 1—Table; 2—service and dinner plate; 3—platter with doily and oys-

ters; 4—lemon and parsley; 5—bread and crackers; 6—catsup; 7—salt and pepper; 8—butter; 9—water; 10—silver knife, butter spread and service spoon; 11—fork.



KEY TO DIAGRAM No. 56: 1—Table; 2—bowl; 3—toast; 4—oysters; 5—service plate; 6—catsup.

Serve with soup: spoon, butter spread, crackers and butter.

Serve plain, dry, cream or milk stew the same as Boston stew, omitting toast.

Serve Boston simmer or pan roast the same as Boston stew, using pan or au gratin dish in place of bowl.

TO SERVE FROGS' LEGS OR SOFT SHELL CRABS  
(See diagram No. 57)

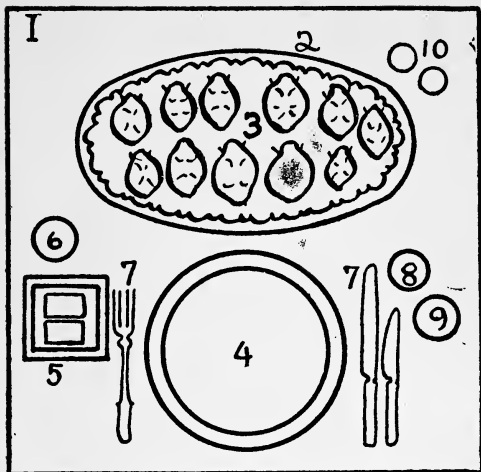
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### FISH

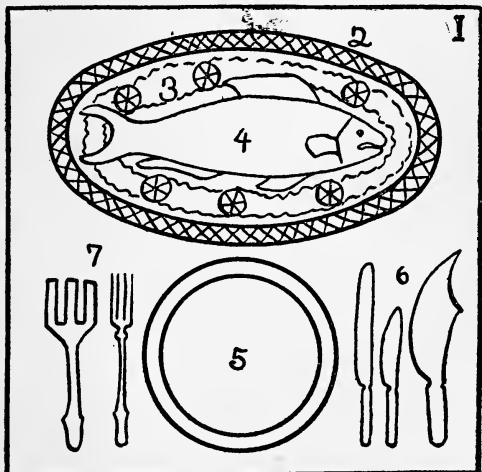
Serve whitebait or smelts the same as in diagram No. 57.

\* \* \*

To serve planked whitefish or shad with roe, see diagram No. 58.



KEY TO DIAGRAM No. 57: 1—Table; 2—platter with doily; 3—frogs' legs or crabs; 4—service and dinner plates; 5—bread; 6—tartar sauce; 7—silver and butter knife, 1 fork; 8—water; 9—butter; 10—salt and pepper.



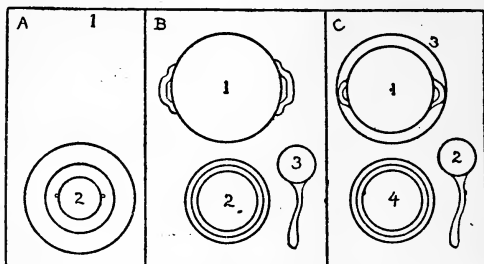
KEY TO DIAGRAM No. 58: 1—Table; 2—plank, with filigree frame; 3—oak plank; 4—shad or

whitefish; 5—service and dinner plate; 6—fish knife, silver knife; butter spread; 7—fish fork, service fork.

Broiled trout, black and rock bass, finnan haddie, whitefish, bluefish, salmon steak, etc., serve on platters.

\* \* \*

**SERVICE OF SOUPS, BOUILLON, AND BROTHS:** All clear broths should be served in bouillon cups. (See diagram No. 59 for service of tureen, bouillon in cup or au gratin pot for onion soup.)



**KEY TO DIAGRAM 59A:** 1—Table; 2—bouillon cup and saucer, and service plate.

**DIAGRAM 59B:** 1—Soup tureen; 2—soup plate; 3—soup ladle.

**DIAGRAM 59C—Pot for onion soup au gratin:** 1—Soup pot; 2—ladle; 3—service plate under pot; 4—soup plate.

All soups thick or with vegetables should be served from tureen or in soup plate, with necessary silver.

Oyster stew should not be served as soup. When oyster stew is ordered, serve in bowl.

Bisque of oyster is a soup. Serve in tureen.

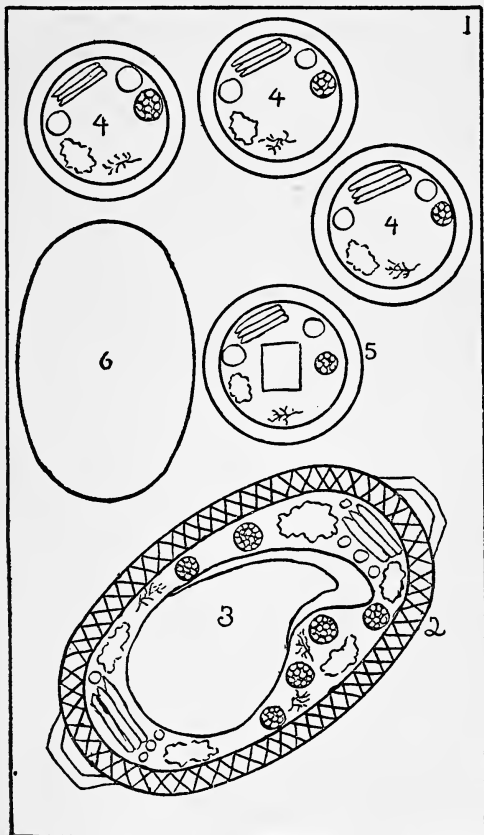
Serve onion soup au gratin in pot as in diagram 59C.

\* \* \*

**SERVICE OF STEAKS, CHOPS AND GRILLS:** In serving planked steaks first serve each plate with an equal portion of the garnish.



Then remove the steak to a separate platter and carve. If four, five, or six persons, always lay out all plates before you commence to serve garnish or carve the steak. By so doing, you are not wasting your time picking up and laying down your carving set and spoons. (See diagram 60, for planked steak, and plates helped with garnish.)



KEY TO DIAGRAM 60: 1—Service table; 2—plank with filigree frame; 3—steak, à la St. Joe; 4—3 plates with garnish; 5—1 plate with garnish and

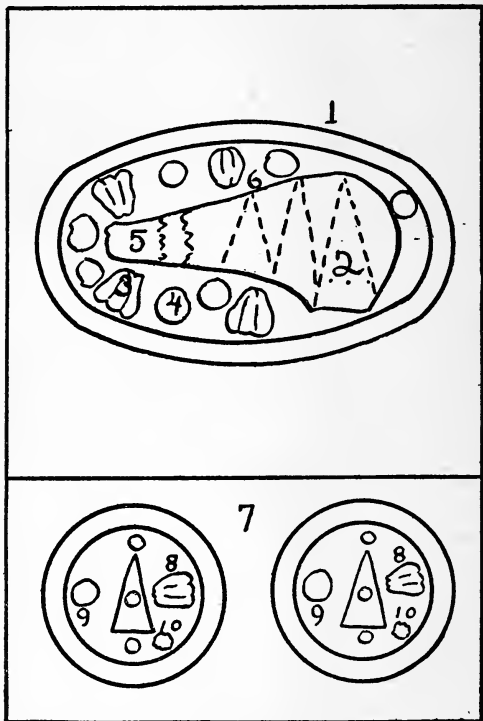
steak; 6—extra platter to carve steak on.

GARNISH: peas, string beans, mushrooms, asparagus, mashed potatoes.

\* \* \*

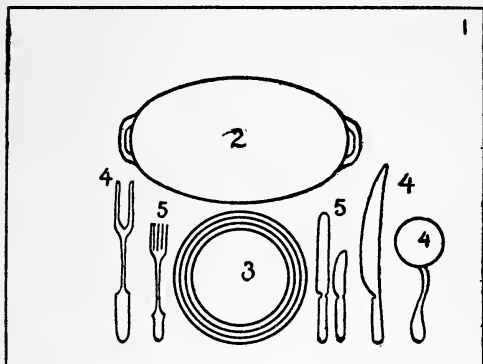
### ROYAL HORSEGUARD STEAK

A three-rib roast with ribs taken out, roasted with ox-marrow, stuffed red or green peppers, potato croquettes, bordelaise sauce. (See diagram No. 61.)

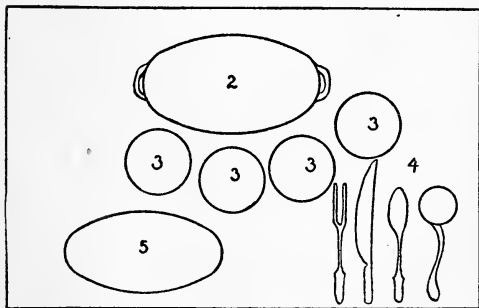


KEY TO DIAGRAM No. 61: 1—Platter; 2—Royal Horseguard steak; 3—stuffed peppers; 4—potato croquettes; 5—paper frill; 6—where to carve steak; 7—how steak should look on plates when carved triangle shape; 8—stuffed peppers on plate; 9—potato croquettes; ooo—ox marrow; 10—bordelaise sauce.

TO SERVE STEAK, SQUAB, OR CHICKEN EN CASEROLE (see diagram 62A, illustrating how casserole dish should be placed in front of guest who desires to serve squabs or steaks; and 62B, illustrating how casserole dish has been presented to guest, then removed to side table to be served by waiter).



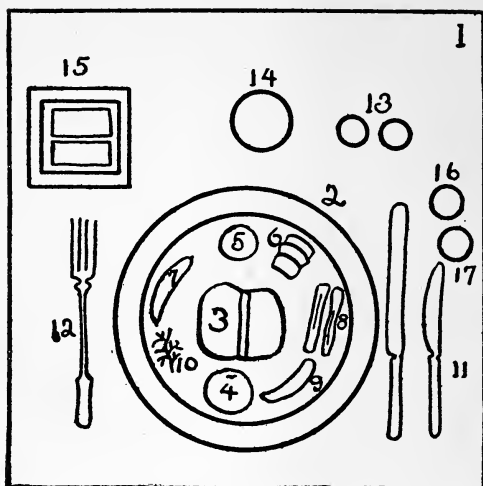
KEY TO DIAGRAM 62A: 1—Guest table; 2—casserole dish; 3—dinner plates; 4—carving knife, carving fork, soup ladle; 5—steel knife, butter spread, dinner fork.



KEY TO DIAGRAM 62B: 1—Service table; 2—casserole dish; 3—dinner plates; 4—carving knife, fork, ladle, tablespoon; 5—platter for carving chicken if necessary.

## SPECIAL GRILL, ST. ANTHONY

Serve on chop plates (see diagram No. 63).



KEY TO DIAGRAM 63: 1—Table; 2—chop plate; 3—English chop; 4—baked tomato; 5—baked apple; 6—grilled potato; 7—grilled sausage; 8—grilled bacon; 9—grilled banana; 10—parsley; 11—steel knife and butter spread; 12—fork; 13—salt and pepper; 14—table sauce; 15—bread; 16—butter; 17—water glass.

Note: To be served on and eaten from chop plate.

\* \* \*

## PLANKED TURKEY BOUQUETIERE

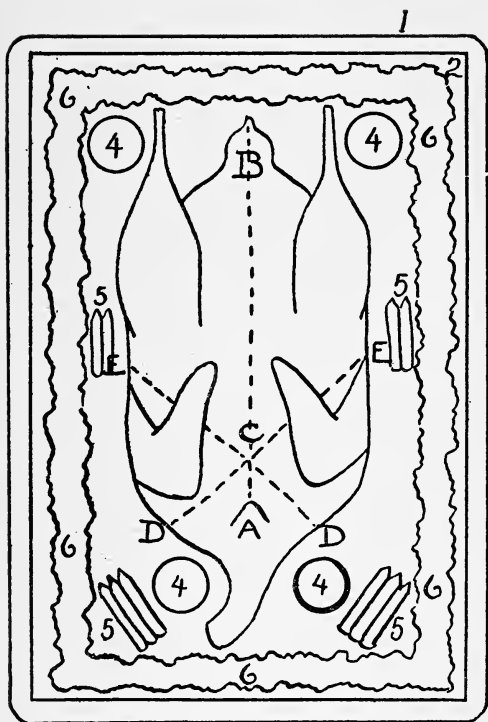
(See diagram No. 64)

## TO CARVE WHOLE PLANKED TURKEY:

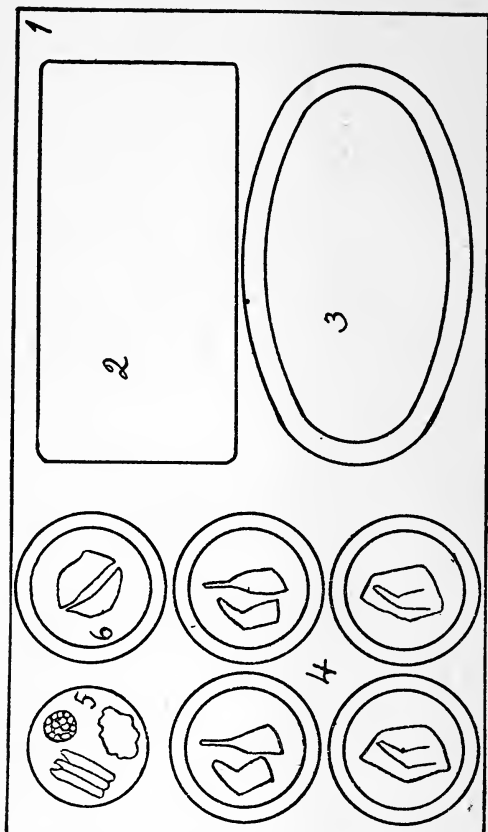
Present turkey to guest. Ask permission to carve. Remove to side table (see diagram No. 65).

After you have removed the turkey from the plank to the platter, carve and help each plate as in diagram No. 65.

To carve (see diagram No. 64): First remove leg and second joint, then carve turkey along dotted lines A to B, C to D, and C to E. Carve the other half the same as first. Serve each guest as in diagram No. 66.

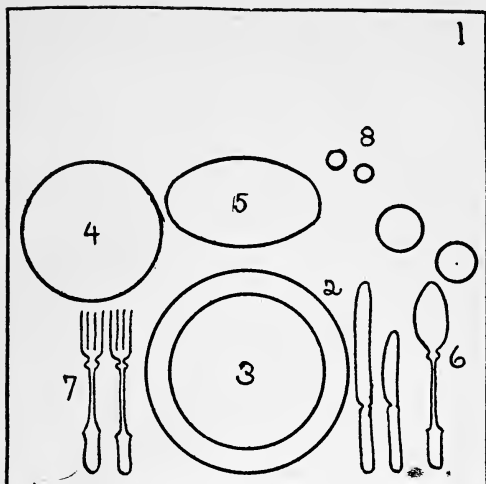


KEY TO DIAGRAM 64: 1—24-inch platter; 2—plank; 3—whole turkey; 4—peas in case; 5—asparagus tips; 6—mashed potatoes en bordure.



KEY TO DIAGRAM 65: 1—Service table; 2—plank which turkey was on; 3—large platter which turkey should be carved on; 4 and 6—represents dinner plates for turkey; 5—represents six-inch plates for garnish.

KEY TO PLATES: On 4 of the plates are distributed leg and second joint, wing and slices of the breast; 6 all white meat.



KEY TO DIAGRAM No. 66: 1—Table; 2—service plate; 3—dinner plate with turkey; 4—plate with garnish; 5—bone plate; 6—steel knife, butter spread, water, butter, service spoon; 7—2 forks; 8—salt and pepper.

Remarks: The object of carving a planked turkey in large portions. The heat and flavor are retained, and to give each guest an equal part. Or, after removing the joints, the turkey can be sliced, giving each guest a part of the white and dark meat; but the first way is better, as eight portions can be made with a good-sized spring turkey.

\* \* \*

### TO CARVE AND SERVE DUCKS

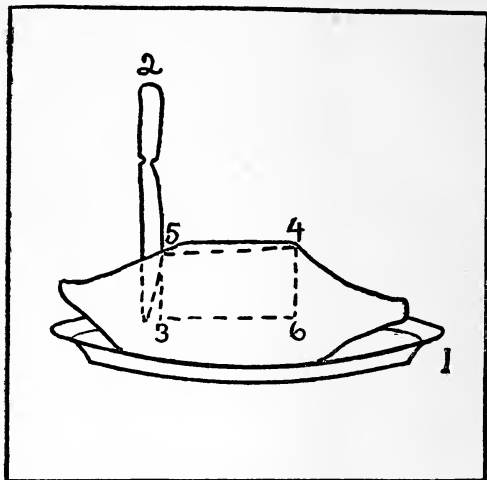
Serve currant jelly with canvas back, teal, and mallard ducks. The connoisseur generally eats the breast of the above ducks. To carve such ducks, see diagram 67.

To carve a domestic duck: Remove legs and wings, then carve slices from breast on both sides. Turn over on breast and with a heavy French knife split through the back with a heavy stroke, as if chopping. Then cut the two halves of the

back in two portions. Serve with breast and dressing. Serve apple sauce, or baked apple.

Carve goose the same as domestic duck.

Carve chicken the same as domestic duck, except separate leg and second joint, and slice breast. Omit apple sauce or baked apple.



**KEY TO DIAGRAM No. 67:** 1—Duck on platter; 2—carving knife pressing down side of breast bone to point; 3—cut along dotted lines to point 4; remove knife and cut from 3 to 5, and from 4 to 6; remove knife and cut from 3 to 6, and you will have a half breast of solid meat. Repeat on other side.

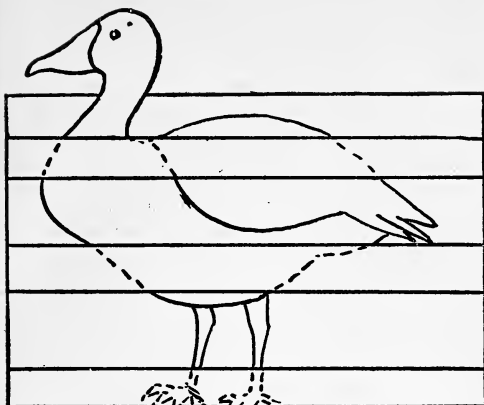
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### GOOSE IN GERMAN-JEWISH STYLE

*By permission of Mr. Ben H. Harmon, manager  
Neil House, Columbus, Ohio*

Much care is taken by the German-Jewish people in fattening geese for the table. The geese are placed in a clean, small pen and fed daily. Then a goose is placed in a small box (see illustration) and a sufficient amount of food forced down into its craw, care being taken not to close its windpipe, or strangle it. This forcing food should be daily, in addition to feeding in pen, and should





be given all the food they will take. This should continue for a week. The second week the stuffing should be twice daily. Goose should then be put back in pen to prevent running fat off. After this process they are ready to kill, and you will notice the livers are considerably enlarged. The fat will produce an abundance of pure goose lard, which is excellent for cooking, good for rheumatism and colds, and used in the manufacture of Omega oil.

The carcass is stewed or roasted and placed in a crock of goose lard. It can be used from time to time, either cold, or warmed up.

**TO COOK GOOSE** (feet, neck, and wings): Scale the scales off the feet. Then boil until softened. Add flour to thicken, season with salt and pepper. Add a beaten egg, parsley, and butter.

\* \* \*

**GOOSE NECK SAUSAGE:** Cut neck off close to shoulders. Care should be taken that all feathers be removed. Remove the bone from the neck; close one end, and stuff with the following:

Meat from neck bone, mixed with bread, sage, and enuf salt and pepper to taste. Mix thoroly and stuff the neck the same as sausage. Boil until

thoroly well done. Remove to a skillet and fry same in goose lard until brown.

\* \* \*

### GAME

Broiled quail: Serve on toast, eight-inch platters.

Roast quail au cresson, on platter.

Broiled plovers: Serve same as broiled quail, except use fried bread in place of toast.

Roast plovers: Serve on toast.

Reed birds are best roasted in quantities of three. Serve on toast.

Prairie hen is generally served split open and broiled like a chicken, half or whole. Serve with currant jelly. The breast is the principal part. If roasted, serve on platter and carve same as canvasback duck.

Roast pheasant en plumage: Head and tail taken off and kept. Place back on with skewers after bird has been roasted. Serve on a foundation of toast.

Squirrel—Fry and serve same as rabbit.

Venison steak—Serve same as sirloin steak, with jelly.

Roast Venison—Serve same as roast rump of beef with jelly.

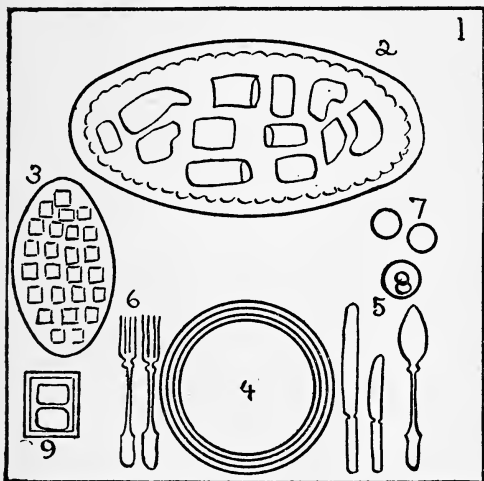
\* \* \*

RABBIT: An excellent meal may be had when a rabbit is properly cooked. I regret to say that I have met few hotel cooks who can prepare a fried rabbit like the old-time mammy cooks of Southern birth, and for this reason I offer this receipt along with the service:

To fry a young rabbit: Draw and disjoint. Wash thoroly and let stand over night in salt water, changing two or three times before retiring. When ready to cook, drain all the water off, and dry each piece on a towel. Then salt and pepper and roll each piece in flour, same as chicken. Have your large skillet or spider on the range,

with two heaping tablespoonfuls of lard (not swimming) very hot. Place each piece in the spider, put on cover and place weight or flat iron on the cover to hold it down. Fry slowly for ten minutes. Then turn each piece. When brown turn over two or three times until an ideal brown. Then move all the rabbit to one side of the pan. Put in a heaping tablespoonful of flour. Stir well into the hot grease until brown. Then pour in a pint of hot water (more if necessary). Keep stirring until smooth. Cover and let simmer for a few minutes. Then take the rabbit up and place it on a platter and pour the gravy over it, and you will have fried rabbit fit for a king. It is as good as milk fed chicken.

To serve rabbit with fried sweet potatoes (see diagram No. 68):



KEY TO DIAGRAM No. 68: 1—Table; 2—platter with rabbit; 3—platter with sweet potatoes; 4—four dinner plates; 5—steel knife, butter spread, service spoon; 6—two forks; 7—salt and pepper; 8—water glass; 9—bread.

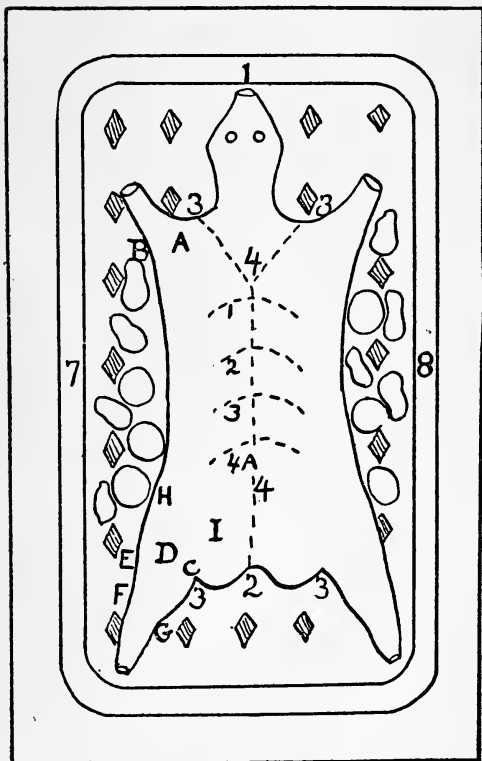
**OPOSSUM:** For many years a negro dish, but now very popular with high-class club men, hunters, private and stag parties.

To roast an opossum. It should be hung out in the bitter cold for a night and a day after drawing. Let stand in salt and water. Make a dressing of bread, onions, garlic, sage, plenty of red pepper, and salt to taste. Stuff same as turkey or chicken. Have a good sized dripping pan. Do not lay the opossum flat down in the pan. Have some oak strips about an inch square, and lay across the pan. Then place the opossum on top of the strips, so that all the grease may drop to the bottom of the pan. Put a quart or more water in the pan also. Place in the oven and let roast slowly. Continue basting same as for turkey, and continue to turn over until brown all over. Place boiled sweet potatoes in the bottom of the pan when the opossum is near cooked. Make a gravy same as for turkey.

**PLANKED 'POSSUM A LA HIGGIN-BOTHAM:** Have a good-sized oak board perforated with holes. Split the opossum on under side from head to tail. Flatten out from 1 to 2 (see diagram No. 70). Make a small slit with your knife at points 3 so that the 'possum will lay flat on the board. Place a weight at points 4 to hold the 'possum down until it commences to brown. When brown on one side, turn the other side up, and roast slowly. Turn over again, back up. Place sweet potatoes and turnips that have been parboiled around the 'possum. Let roast until near done. Use the same dressing as for "roast opossum," only bake the dressing in a pan, as you would corn bread. Cut dressing in diamond shape. Garnish 'possum at points 7 and 8. Place the plank on a large platter and present to guest. Serve corn bread.

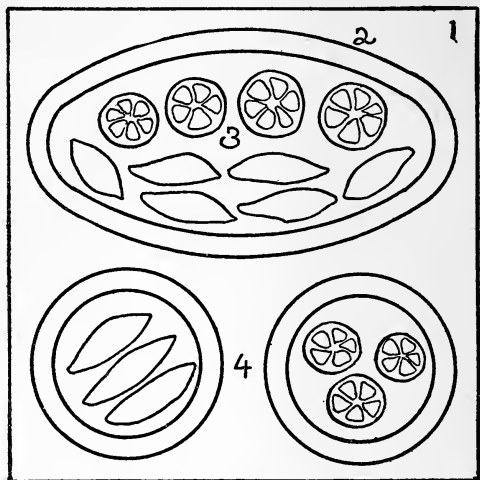
To carve 'possum (have a good sharp carving knife): Carve from point 3 to A; then from B to A, then C to D, then E to D. Separate joints,

F to G. Carve through ribs, 1, 2, 3 and 4a. Then carve H to I. Carve other side in same manner.



## VEGETABLES

To serve grilled vegetables, sweet and Irish potatoes, Spanish or Bermuda onions, tomatoes, egg plant, and fresh mushrooms (see diagram No. 71).



KEY TO DIAGRAM No. 71 (showing how these vegetables should be served): 1—Table; 2—platter with napkin; 3—potatoes, tomatoes, egg plant, onions, or mushrooms; 4—six-inch plate helped with either vegetable.

**TO SERVE SHOESTRING OR JULIEN POTATOES:** Serve on a platter with napkin or doily. Use six-inch plate, as in diagram No. 71. Fancy potatoes should not be served on a plate with meat. Julien or shoestring potatoes may be eaten with the fingers; consequently should be served on separate plates.

**Baked or special baked potato:** Serve on a platter as in diagram No. 71, using a six-inch plate.

**Potatoes O'Brien:** Serve on platter.

**Potatoes O'Brien, au Gratin:** Serve in au gratin dish. (When serving these potatoes to a

party remove from au gratin dish to individual sauce dishes.)

Service of stewed green peas, French peas, string beans, cauliflower, beets, carrots, onions, tomatoes, corn, brussels sprouts, turnips, parsnips, kale greens, spinach, salsify, and all stewed vegetables. (When serving a party, see diagram No. 72.)

Service of corn on cob (see diagram 73).

Asparagus: Serve on platter, same as corn on cob, without napkin.

\* \* \*

## DESSERTS

To serve a whole brick of ice cream to a party, use a 12-inch platter with doily or napkin (see diagram 73A).

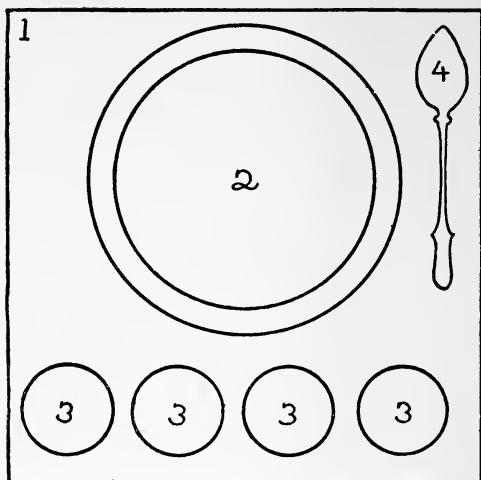
To serve Alaska souffle or baked ice cream (see diagram 74).

Receipt for those who serve at home: Have a very hot oven. Place a square of thin cake about a quarter of an inch thick on plate or sauce dish. Take a good-sized mold of ice cream that is very hard, or cut a brick into portions about  $2\frac{1}{2}$  by  $3\frac{1}{3}$  inches thick. Place it on top of the cake, as in diagram 74A. Then take very stiff whipped cream, or beaten white of egg, and cover the cream completely with a thick coat. Then sprinkle it with powdered sugar, so that when cooked, it will look like diagram No. 74B, and place it in a very hot oven for about ten seconds. Remove from the oven and place on service plate. Rush the service to the table.

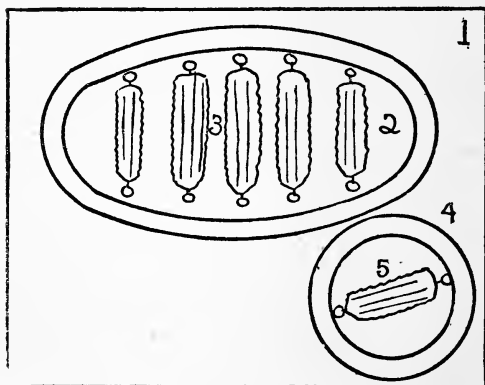
Serve charlotte russe on six-inch plate with doily.

Serve cream puffs on six-inch plate with doily.

To serve biscuit glacé (which has two meanings): 1st—Cake, iced or glazed with sugar. 2nd—Any kind of ice cream in a mold; or ice cream in paper cases; served on plates with paper doily.

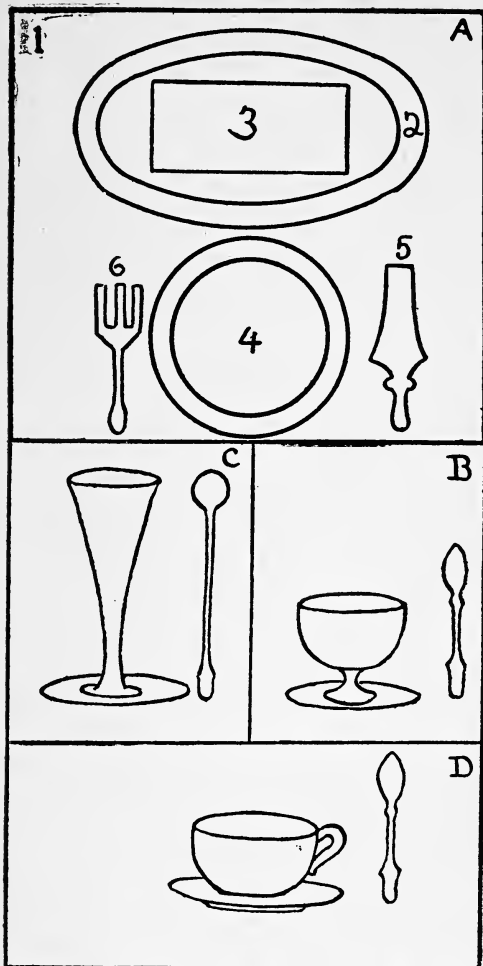


KEY TO DIAGRAM No. 72: 1—Table; 2—large vegetable dish; 3—individual sauce dishes for vegetables; 4—service spoon.



KEY TO DIAGRAM No. 73: 1—Table; 2—platter with napkin; 3—corn on cob; 4—six-inch plates with doily; 5—corn on cob.





KEY TO DIAGRAM No. 73A: 1—Table; 2—plat-  
ter with doily or napkin; 3—brick of ice cream;  
4—6-inch plates; 5—ice cream knife service; 6—  
service fork.

DIAGRAM 73B: To serve Coupe St. Jacques.

DIAGRAM 73C: To serve parfaits.

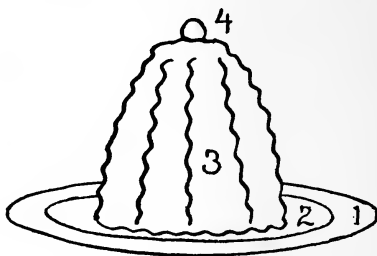
DIAGRAM 73D: To serve sherbet or water ices.

A

1



B

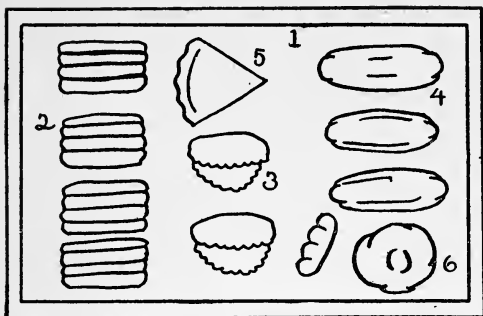


KEY TO DIAGRAM 74A: 1—Table; 2—service plate; 3—square of cake; 4—ice cream.

KEY TO DIAGRAM 74B: 1—Service plate; 2—plate that cream is on; 3—how cream should look after baking; 4—Maraschino or creme de menth cherry.

\* \* \*

FRENCH PASTRY, ASSORTED, as tarts, éclairs, cream puffs, Napoleon cake, etc.: The best way to advertise and sell these is to have a waiter pass up and down the dining room with tray of French pastry, pausing at tables that guests may take notice. (See diagram No. 75, tray with French pastry.)



KEY TO DIAGRAM 75: 1—Tray; 2—Napoleon cake; 3—tarts; 4—éclairs; 5—Boston cream pie; 6—cream puff.

Serve these on six-inch plates with doily.

\* \* \*

**WATER MELON AU CHAMPAGNE, OR GINGER ALE:** Plug a good ripe melon. Have a pint or quart of champagne or ginger ale. Draw cork from bottle, and place the bottle neck up end down in the melon where plugged. Let remain in ice box until contents of bottle have penetrated melon. It is best to treat melon at night for use next day.

\* \* \*

### SERVICE OF COFFEE AND TEA

No. 1. Single pot for one person only.

No. 2. Double pot for two persons only.

French coffee pot, large size, for five persons. French coffee pot holds from eight to ten after dinner cups.

Special coffee served in a chafing dish (Receipt): Prepare chafing dish in usual way with water in bain marie. Light lamp. After putting in a quart of ready made strong coffee, drop six cloves, and six pieces of cinnamon and let come to a boil. Place chafing dish and a small decanter of brandy in front of guest to serve. Pour brandy in the coffee, and light it.

**TO SERVE COFFEE IN PERCOLATOR:** When guests order special coffee in a percolator, better say to

them, "I will start the percolator now, as it will take twenty or more minutes to boil." Then get your coffee and percolator. Remove percolator from bain marie; put hot water in boiler, dry coffee in percolator; replace percolator on boiler; light lamp.

TEA: Serve in tea pots for one or two persons, as ordered. For complete service, serve pot of very hot water with tea.

TEA AU RUM: Any kind of tea ordered, and a decanter of rum.

\* \* \*

## LUNCHEONS, DINNER PARTIES, AND BANQUETS

A FINGER LUNCHEON: The hostess may send out invitations to a number of friends to a Finger Luncheon, everything to be eaten with the fingers. A table may be set, or you may pass your luncheon around to where the guests may be seated or standing. I offer the following menu:

(Pass napkins)  
*Bouillon in cup*  
*Toast strips*  
*Spring lamb chops*  
*Julien potatoes*  
*Romaine salad, French dressing*  
*Ice cream cones*  
*Lady fingers*  
*Cocoa*

\* \* \*

### FINGER LUNCHEON NO. 2:

*Bronx cocktail*  
*Canape caviar*  
*Stuffed olives*  
*Clam broth in cup*  
*Fried smelts*  
*Saratoga potatoes*  
*Speared oysters with bacon*  
*Hot tea biscuit*  
*German asparagus*  
*Bon bons*  
*Spiced coffee*

When guests are assembled in parlor or reception room have waiters pass cocktail on service tray. Remove cocktail service when guests are finished.

To serve luncheon No. 2 (see diagram No. 77):

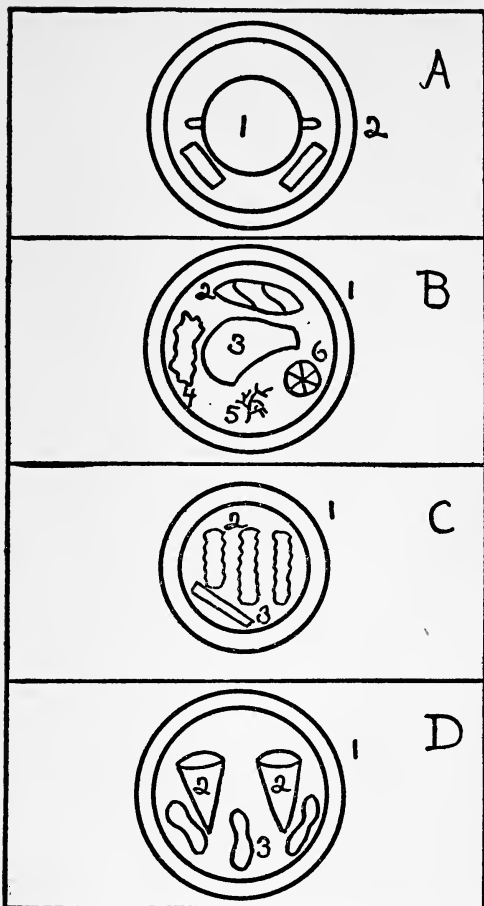


DIAGRAM No. 76 (and how to serve it): First course, A: 1—Cup of bouillon; 2—service plate with toast strips.

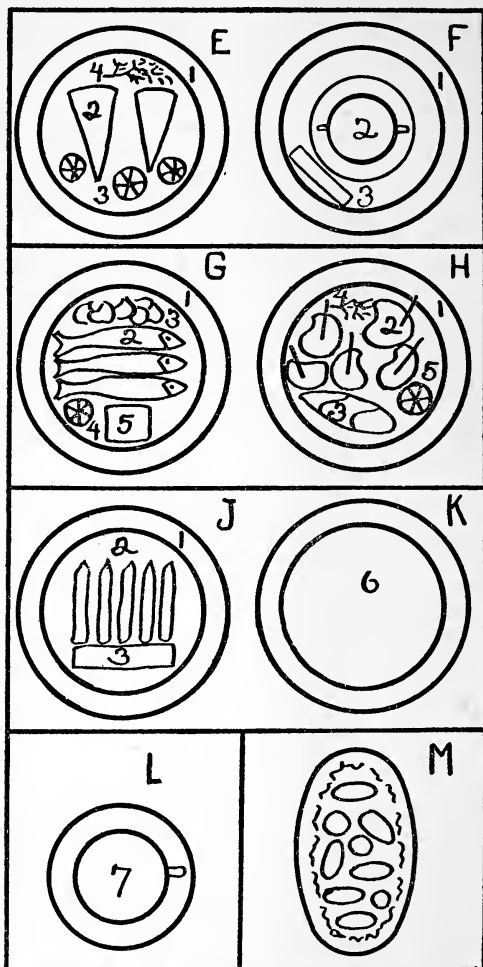
Second course, B (lamb chops): 1—Service plate; 2—buttered roll; 3—lamb chops; 4—julien potatoes; 5—parsley; 6—slice of lemon.

Third course, C (romaine salad): 1—six-inch plate; 2—salad; 3—wafer.

Fourth course, D (ice cream cones, lady fin-

gers): 1—Service plate; 2—cones; 3—lady fingers.

Fifth course (cocoa): Chocolate cup and saucer; finger bowl.



KEY TO DIAGRAM No. 77 (1st course, E): 1—Service plate; 2—canape; 3—lemon; 4—parsley.

2nd course, F: 1—Service plate; 2—bouillon cup and saucer; 3—toast strips.

3rd course, G: 1—Service plate; 2—smelts; 3—Saratoga chips; 4—lemon; 5—1 roll, buttered.

4th course, H: 1—Service plate; 2—fried oysters with bacon, speared with skewer; 3—buttered roll; 4—parsley; 5—lemon.

5th course, J: 1—Service plate; 2—German asparagus; 3—wafer.

6th course, K: 6—Service plate for coffee cups and saucers.

7th course, L: 7—Spiced coffee.

8th course, M: Fancy platter, with bon-bons (finger bowls).

RECEIPT FOR FRIED OYSTERS WITH BACON, SPEARED WITH SKEWERS Select the smallest oysters; drain and roll in cracker crumbs, salt, and pepper. Take wood toothpicks and run through the fat part of the oyster, then through a square of bacon on the bottom. Plunge in hot grease until brown. You may use a fancy skewer and spear the oysters after cooking.

\* \* \*

## SPECIAL AFTER THEATRE LUNCHEON FOR TWELVE YOUNG LADIES

*Horse neck*

*Fruit cocktail*

*Sweet wafers*

*Tomato bouillon, whipped cream, wafers*

*Individual planked whitefish*

*Cucumbers*

*Roast Jumbo squab au cresson*

*Special baked potato*

*Artichoke, vinaigrette*

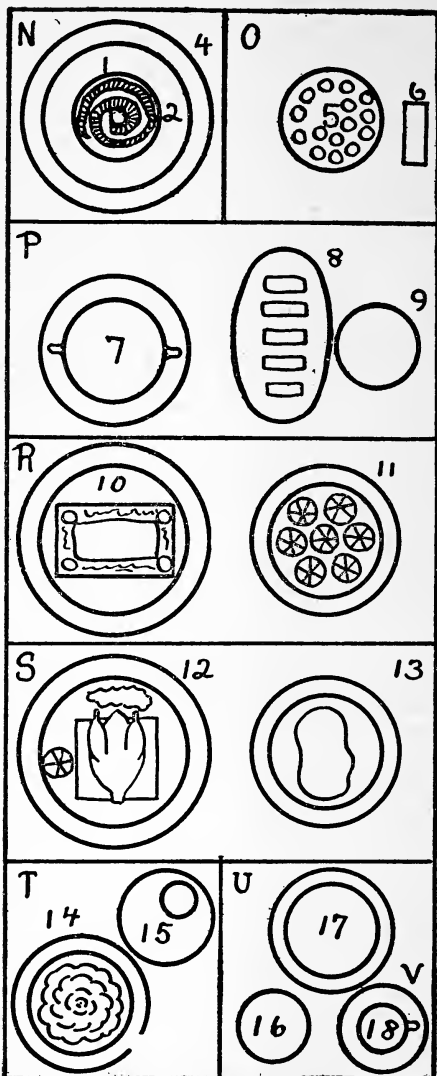
*Chocolate parfait*

*Biscuit Glace*

*Cafe noir*

For setting table, see diagram No. 15; for service, see diagram No. 78.

RECEIPT FOR HORSE NECK: Have a tall glass, peel a lemon as you would an apple. Place a cube of ice in bottom of glass; then twist lemon rind in glass as in diagram 78N, hanging the end of rind over the edge of the glass. Fill with ginger ale.



KEY TO DIAGRAM No. 78: 1st course, N: 1—



Horse neck; 2—lemon peeling; 3—cube of ice (fill glass with ginger ale); 4—service plate.

2nd course, O: 5—Fruit cocktail; 6—sweet wafer.

3rd course, P: 7—Tomato bouillon; 8—tray with doily and toast strips; 9—fancy bowl of whipped cream.

4th course, R: 10—Planked whitefish; 11—dressed cucumber.

5th course, S: 12—Roast squab; 13—special baked potato.

6th course, T: 14—Artichoke; 15—extra service plate.

7th course, U: 16—Chocolate parfait; 17—service plate for biscuit glace.

8th course, V: 18—After dinner cup and saucer.

RECEIPT FOR FRUIT COCKTAIL: Fruit in season, cut in cubes, powdered sugar. Use sherry, Rhine wine, or cognac for dressing.

RECEIPT FOR INDIVIDUAL PLANKED WHITEFISH: Cut fish in small pieces about five inches square. Have small oak planks about 4 by 6 inches. Fry fish to a golden brown. Place it in center of board. Put a border of mashed potatoes around edge of board, and put in oven to brown. Duck piping bags can be bought, or use manila paper twisted in cone shape, and squeeze the potato from small end.

\* \* \*

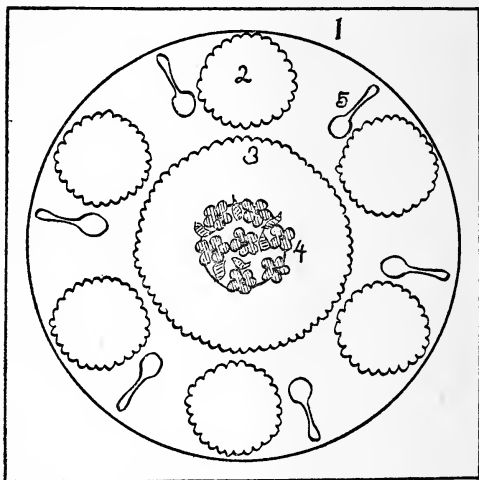
## A PROGRESSIVE AUTOMOBILE PARTY

This party consists of twelve or more ladies who take turns entertaining six of their number to a progressive party, starting, say, from the residence of Mrs. H., who serves the Martini cocktail, standing. The first stop after leaving Mrs. H. is for "beef broth en tasse and wafers." Have a polished oak table set for six persons, as in diagram No. 79.

Arriving at Mrs. A., proceed to dining room. Waiter should serve beef broth, HOT at once, passing wafers. After a few minutes' chat ladies re-enter machine and proceed to Mrs. B., where

lake trout, grilled potatoes, cucumbers, hot rolls, are served. Retire to parlor for fifteen minutes' chat. Proceed to Mrs. C.'s reception room. Pass Lalla Rookh punch in sherbet glass on six-inch plate with paper doily, vanilla wafer, and spoon. Chat a few minutes, proceed to Mrs. D.'s dining room and be served with salad and brown bread sandwiches. Chat a few minutes and proceed to Mrs. E.'s reception room where after dinner coffee is served.

Note: Set table for fish and salad course as in bouillon course, using what silverware is necessary. The broth, punch and coffee course may be taken standing or as hostess desires.

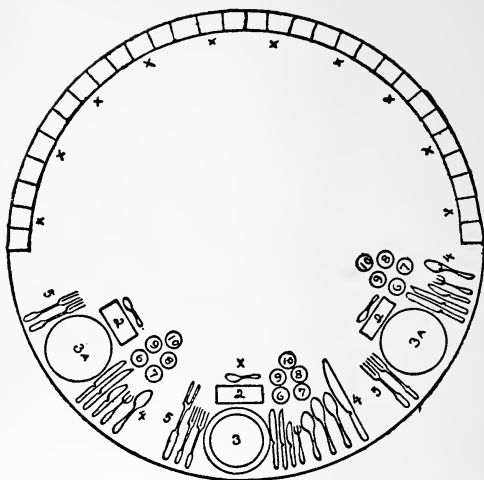


KEY TO DIAGRAM 79: 1—Table; 2—fancy doilies; 3—center piece; 4—flowers; 5—bouillon spoon.

## A BEEF STEAK DINNER FOR 60 PERSONS

<i>Cape Cod oysters</i>	SAUTERNE
<i>Celery, olives, salted almonds</i>	
<i>Onion soup au gratin</i>	
<i>Broiled sirloin steak</i>	RUINART
<i>Grilled Spanish onions</i>	
<i>O'Brien potatoes</i>	
<i>Spaghetti, Mexicana</i>	
<i>German asparagus</i>	
<i>Neufchatel cheese and Bar le duc</i>	
<i>Coffee</i>	<i>Cognac</i>
	<i>Cigars</i>

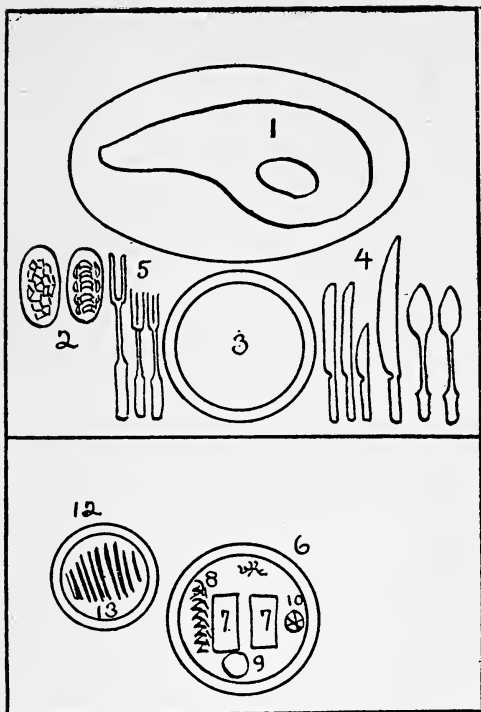
A dinner of this description is generally given only as a stag party. The table should be set for sixty persons. The decoration may be a miniature farm set upon the table, using a small fence for border. (Have the carpenter cut and make the fence of  $\frac{1}{2}$ -inch square strips about 4 inches long, and by sawing half inch apart can be made to bend around the corners of the table.) Toy cows, horses, pigs, chickens, rabbits, ducks, etc., a pump, trough of water for cattle to water at, windmill, house, barn, etc., small stack of hay, and corn crib. These articles may be purchased at high class stationers or candy manufacturers. Use green confetti for grass, and gravel for the walks. See diagram No. 80 as to how table should be set with silver and wine glasses; also where steak knife and fork should be placed for every third person to carve (marked X in diagram).



**KEY TO DIAGRAM No. 80:** 1—Center guest of each three indicated by x, who will carve steak (the carving knife and fork and two service spoons placed extra at his plate); 2—napkin and after dinner spoon; 3—service plate (also three dinner plates for the carver's seat); 3A—service plate; 4—silver knife, steel knife, butter spread, oyster fork, soup spoon; 5—two silver forks; 6—butter plate; 7—water; 8—sauterne; 9—champagne; 10—cognac glasses. The other half of diagram No. 80 (sections marked X) indicates where a carving knife and fork should be placed, making 20 carving knives and forks for 60 persons.

Your guests are now seated; cocktails on the table. Serve Cape Cods as described in diagram 53. Pass celery, olives, salted almonds. Serve sauterne. Remove oysters. Serve onion soup au gratin. Pass grated cheese and soup sticks. Remove soup service.

Next course: Steak, O'Brien potatoes, grilled onions, and spaghetti. See diagram No. 81 to serve steak, etc., to center (carving) guests.



KEY TO DIAGRAM 81 (plate to be helped for person at right and left of carver): 1—Steak; 2—potatoes and onions; 3—one service and three dinner plates; 4—1 steel and 1 silver knife, carving knife, butter spread, 2 service spoons; 5—carving fork, and 2 silver forks; 6—plate helped; 7—steak; 8—onion; 9—potatoes; 10—lemon; 12—six-inch plates; 13—spaghetti, served by waiter from side table.

Serve champagne.

Remove steak service.

Serve German asparagus on six-inch plates, vinaigrette sauce and wafers.

Remove asparagus service and crumb table.

Pass six-inch plate to each guest, also cheese knife, or small silver knife, if one on table has

been used. Pass Neufchatel cheese as described in diagram 18.

Remove cheese course. Pass coffee, and serve brandy from decanter. Pass cigars, matches, and finger bowls.

\* \* \*

## STAG BIRTHDAY PARTY

*Martini cocktail*

*Canape Caviar*

*Buzzard Bay oysters*

SAUTERNE

*Speared hearts of celery*

*Pecans in cases*

*Puree of tomato, reception wafers*

*Broiled lake trout, grilled potatoes*

*Pickled cucumbers*

*English chop with kidney, St. Anthony*

RUINART

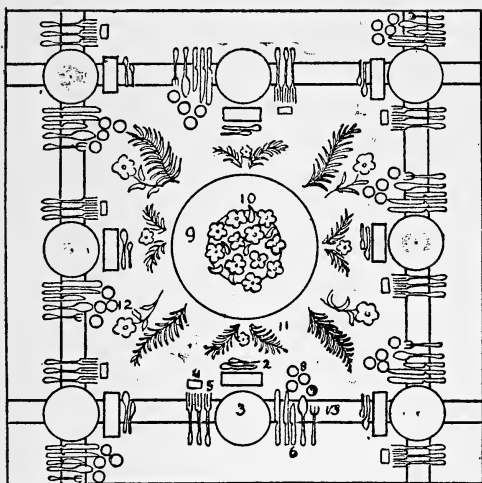
*May Irwin salad*

*Arctic souffle*

*Coffee*

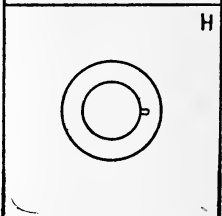
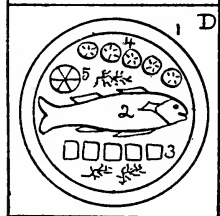
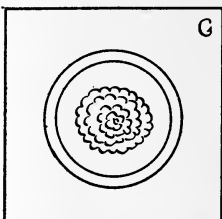
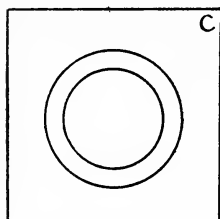
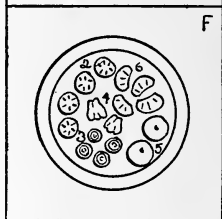
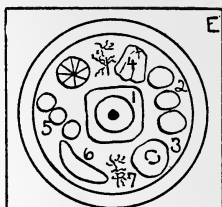
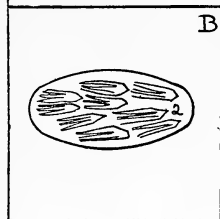
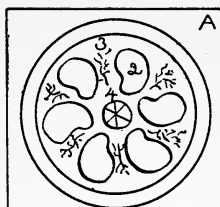
*Cognac*

The host should have guests assemble in reception room, and just before entering dining room waiters should pass cocktail. Removing cocktail service, pass canape on six-inch plates to each guest. Remove canape service. After a few minutes the host will announce dinner, leading the way to dining room. The table may be set as in diagram 82.



**KEY TO DIAGRAM 82:** 1—Table; 2—napkin, tea and after dinner spoon; 3—chop service plates; 4—pecans in paper cases; 5—3 silver forks; 6—1 steel and 1 silver knife, butter spread, soup spoon and oyster fork; 7—butter plate; 8—sauterne, champagne, brandy and water glasses; 9—linen center piece; 10—vase of flowers; 11—ferns and carnations; 12—roses; 13—3-inch pink ribbon.

Follow instructions for banquet service (page 92). Course 1, Oysters—Serve on English chop plate with fringed doily; no ice; have oysters and plate very cold. Pass celery and wafers (see diagram 83).



**KEY TO DIAGRAM 83:** "A," 1—Chop plate; 2—oysters; 3—parsley; 4—lemon. "B," 1—Celery dish; 2—speared hearts of celery. "C"—Soup plate. "D": 1—Chop plate; 2—lake trout; 3—potatoes; 4—pickled cucumbers; 5—half lemon. "E": 1—English chop; 2—potatoes; 3—baked apple; 4—stuffed green pepper; 5—grilled tomato; 6—fried banana; 7—parsley. "F": 1—Eight-inch plate; 2—cucumbers; 3—sliced onion;



4—green pepper; 5—sour apple; 6—quartered tomatoes. “G”—Arctic souffle. “H”—Coffee.

Follow directions of diagram 83, A to H, using “Banquet Instructions” until you have completed the service of this party.

\* \* \*

**A NOVEL DINNER DANCE** (GUESTS TO APPEAR AS RUBES): Have your large basement converted into country barnyard. Try to secure a few live rabbits, chickens, geese, a suckling pig, calf and pony. Make a stall for the calf and pony, and for the chickens, geese and rabbits a small fence a foot high, a foot from the wall all around, or on one side of the basement, according to the number of animals. Hang an old set of harness in one corner, a few shocks of fodder tied with ribbon; pitchforks, rakes, and any old farm implements for decoration. Barrels and boxes may be used for seats. Shade the lights with paper. Have your dinner table set in the dining room.

Your invitations: “Mr. and Mrs. B. invite you to take dinner with them down on the farm (our residence, Avenue D), on the evening of January 6, early candle light (about seven o’clock). It is likely there will be some dancing after dinner; but you don’t need to have on your Sunday clothes on this account, as all the nabors have agreed on wearin’ their ev’ry day farm clothes. We hope you kin kum, and if you ain’t able, send word by some of the children. Might be handy to know whose kummin.”

After guests arrive, have your band strike up old-fashioned march, and grand march to ball room basement. After a few dances dinner should be served in the old-fashioned way; fried chicken, sweet potatoes, corn, corn bread, hot biscuit, lettuce and tomato salad, coffee, cheese, ice cream and cake.

\* \* \*

**DUTCH LUNCH:** The American host or hostess is a law unto himself when it comes to giving a Dutch lunch. When Americans go in for the German variety of what is properly known as a

Dutch Lunch, they generally have a Dutch spread Americanized to suit their own ideas. An informal Dutch lunch should be set on the bare table; but many Americans seem to prefer a polished oak table with fancy doilies or a table cloth, candle sticks, etc. True, to give the American hostess the benefit of the doubt, the doilies, etc., seem to be indispensable. I offer the following menus for Dutch lunches:

1—*Rye bread with caraway seed; Dill pickles; Red cold slaw; Herring salad; Potato salad; Frankfurter with horseradish; Sliced onions; Anchovies; Blood sausage; Summer sausage; Head cheese; Schmierkase; Coffee cake; Coffee.*

2—*Roast rump of beef; Saratoga chips; Smoked tongue; English mustard; Summer sausage; Cheese, crackers; Pickles; Coffee; Cigars.*

3—*Pop corn; Pretzels; String bean salad; Sardines; Chipped beef; Pickled beets; Cold chicken; Raw oysters; Crackers; Cheese; Cigars.*

4—*Spaghetti; Sauerkraut; Pickled pigs' feet; Young onions; Holland herring; Baked beans; Rye bread; White bread; Coffee; Cigars.*

5—*Boiled salmon; Boiled trout in jelly; Celery; Olives; Raw oysters; Pickles; Rye bread; Cheese; Cigars; Coffee.*

**DEFINITIONS:** American plan bill—That which is placed at guest's disposal for a set price.

Table d'hôte—A four-, five-, six- or seven-course dinner served in courses for a fixed price.

A la carte—Mostly cooked to order, and pay for what you order.

\* \* \*

**SIDE WORK FOR WAITERS:** In these progressive times it is not necessary to mention the fact that side work for the present-day waiter has passed beyond recall. There is no demand for waiters to wash windows, care for corn, peas and berries, paint washing, polishing furniture, sweeping, or caring for silver. The business of waiting and serving has improved so much that a watch of ten or twenty waiters have all they can do without resorting to such laborious work, rendering them and their uniforms unfit for further duty. A good high-class waiter as any other salesman, needs rest of brain and plenty of fresh air to fit him for his duties; and I believe any fair-minded manager or proprietor will agree with me, as the appearance of waiters indicates the service the guest is to receive.

Discipline should be of great importance in kitchen and dining room. A well regulated hotel cannot force discipline in one department and neglect it in the others.

When a dispute arises between a waiter and cook, pantry man, or any other kitchen employee, do not attempt to stop waiter's order, nor allow any cook to refuse to serve a waiter who seems obstinate. Better serve the waiter; then refer matter to head of department for action. The waiter should have the benefit of the doubt in many cases, as he is in front of the gun, and the kitchen department is in the rear, firing regardless of the conditions of guest to be served.

## A System of Checking

### CHECKING SYSTEM FOR EUROPEAN PLAN

*I am indebted to the Lock-Stub Check Co. of New York and Chicago for the text and illustrations under the above head, the company having permitted the reproduction from their booklet on the control of Receipts in Hotels, Restaurants and Cafes. The exposition is that of a thoroughly practical system in general use throughout America.*

**THE AUDITOR:** The auditor, either man or woman, is practically in complete charge, verifying all records and making the returns to the proprietor, as to the amount of cash taken in, and the amount of goods sold.

**A DAY'S BUSINESS UNDER THE LOCK-STUB CHECK SYSTEM:** The auditor supplies the checker, on the latter's requisition, with guests' checks and duplicate checks, charging them to the checker, and crediting him with them when used.

When the waiter goes on duty, the checker gives him an aluminum holder containing a supply of consecutively numbered guests' checks, each check having a stub securely locked; or where the guest check holder is not used, the waiter is given a supply of loose checks. The waiter signs for these in a book (Fig. 103) kept for that purpose.

Date <u>Oct 18</u>		
CHECKS	WAITER NO	SIGNATURE
29 to 58 Inc 8	8	Eus Muller
54 to 73 Inc 3	3	H C Wyman
18 to 47 Inc 20	20	Bert Scott

FIG. 103—WAITER'S SIGNATURE BOOK

When a waiter takes an order from a guest, he writes the items on the guest's check, as shown on




DATE	ROOM No.,																											
<b>CHECK No.</b> <span style="font-size: 1.5em; font-weight: bold;">26</span>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"><i>2 Consomme</i></td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 5px;"><i>1 Sirloin Steak</i></td> <td></td> </tr> <tr> <td style="padding: 5px;"><i>1 Potato Julienne</i></td> <td></td> </tr> <tr> <td style="padding: 5px;"><i>1 Fresh Asparagus</i></td> <td></td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr> <td style="padding: 5px;"><b>Waiter</b></td> <td style="text-align: center; padding: 5px;"><span style="font-size: 1.5em; font-weight: bold;">2</span></td> </tr> </table>			<i>2 Consomme</i>		<i>1 Sirloin Steak</i>		<i>1 Potato Julienne</i>		<i>1 Fresh Asparagus</i>																		<b>Waiter</b>	<span style="font-size: 1.5em; font-weight: bold;">2</span>
<i>2 Consomme</i>																												
<i>1 Sirloin Steak</i>																												
<i>1 Potato Julienne</i>																												
<i>1 Fresh Asparagus</i>																												
<b>Waiter</b>	<span style="font-size: 1.5em; font-weight: bold;">2</span>																											
<b>LOCK-STUB CHECKING SYSTEM PAT DEC.29,'96.</b>																												

FIG. 104—GUEST'S CHECK

**WINE ORDERS:** Suppose a guest, previously served, now orders a quart of wine, the waiter writes the item on the guest's check, as shown, goes directly to the checker and presents the guest's check to him. The checker, seeing that it is a wine item, takes one of the duplicates, and writes on it with a blue pencil, the number of the waiter, opposite the letter "W," and the number of the guest's check opposite the letter "G" (Fig. 107). Then he stamps the price of the wine


DATE	ROOM No.	
CHECK.No.		
26		
2 Bonhomme		.40
1 Sirloin Steak		1.25
1 Potato Julienne		.25
1 Fresh Asparagus		.80
Waiter	2	
LOCK-STUB CHECKING SYSTEM PAT DEC.29,'96.		

FIG. 105—GUEST'S CHECK WITH PRICES STAMPED ON

on the guest's check, opposite the wine item (Fig. 108), at the same time stamps both the duplicate and the checker's record slip with the prices. The waiter now gets the wine from the serving bar, leaving the duplicate there, and serves the wine to the guest.

In some hotels, where the wine business is particularly heavy, a guest check with several coupons at the top, usually numbered 1, 2 and 3, is used. Each coupon also has the waiter and check


DATE	ROOM No.	
CHECK No.		
26		
2 Consomme		.40
1 Sirloin Steak		1.25
1 Potato Julienne		.25
1 Fresh Asparagus		.80
1 qt. Moumm's		4.00
Waiter	2	
LOCK-STUB CHECKING SYSTEM PAT DEC.29,'96.		

FIG. 108—GUEST'S CHECK WITH WINE ORDER

number printed on it. With this style of guest check, transactions requiring duplicates are more quickly handled, as when drinks or any items calling for the use of duplicates are ordered, all the checker has to do is to stamp the amount on the coupon, instead of having to write thereon the waiter's and guest's check number. For example, if the waiter has an order for wine he goes to the checker (in some places to the cashier), who stamps the prices upon the coupon at the top of the




DATE	ROOM No.	
CHECK No.		
26		
<div style="display: flex; justify-content: space-between;"> <span>2 Consomme</span> <span>40</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>1 Sirloin Steak</span> <span>1.25</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>1 Potato Julienne</span> <span>.25</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>1 Fresh Asparagus</span> <span>.80</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>1 qt. Mumm's</span> <span>4.00</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>2 Perfecto Cigars</span> <span>.50</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span></span> <span>7.20</span> </div>		
Waiter	2	
LOCK-STUB CHECKING SYSTEM PAT DEC.29, 98.		

FIG. 109—GUEST'S CHECK TOTALED

guest's check, as well as opposite the item in the body of the check and also on his sheet, under the waiter's number.

The different ways of handling the wine orders depend upon the opinion of the hotel controller, or the one having charge of the systems, as to the best method required for that particular hotel.

**CIGAR ORDERS:** When the guest orders cigars, the item is handled the same as the wine. In many hotels and restaurants the cashier also



check. If he has time, he also enters the amounts of food, wine and cigars, appearing on the check, in their respective columns in the cashier's book. If busy, he enters only the waiter's number, check number and the total. In restaurants where there are no charge accounts, the entries are made on a cashier's sheet, instead of cashier's book, giving the waiter's number, check number and total amount of each check.

When the cashier goes off duty he adds up the amounts in the total column of the cashier's book, and enters the total in pencil, thus showing the amount for which he is responsible. The second cashier continues to make the entries under the first cashier's entries, and in the same way adds up separately the amount of the checks he has handled. The last cashier at night adds up the items for the whole day, and enters the footing, besides making a footing of the amount of the checks he has handled.

The cashiers always keep the checks in the same order in which they receive them, which is, of course, the same order in which they are entered in the book. This is done to facilitate the work of the auditor. At the end of the day these used checks are turned in to the auditor together with the cashier's book.

When a waiter goes off duty he returns his check holder with all unused checks to the checker, and is given credit in the book in which they were charged. The last checker on duty makes out a report of the closing consecutive number of the checks used by each waiter, and sends this, together with the checker's record-slips or sheets used for the day and their closing consecutive numbers to the auditor.

**AUDITING:** In most hotels, the auditing for each day is done the following day; in some hotels a night force does the work.

The first thing the auditor does is to verify the total of each check, to check the entries in the

cashier's book by comparing them with the guests' checks, at the same time going over the prices of food items as extended on the checks to see that they are priced correctly. The auditor then sorts the guests' checks by waiter's numbers, arranges each waiter's checks in consecutive order to see if there are any missing. The numbers of the first and last checks used are compared with the statement sent up by the checker, showing the number of checks used by each waiter. After this is done, the auditor checks the entries on the checker's slips with the items on the guests' checks, to see that all items are accounted for. In the event of a missing check, the unchecked items under that particular waiter on the checker's slip would be the amount called for on the lost check.

After assembling and assorting the guests' checks the auditor then arranges the duplicate checks (the wine and cigar checks) by waiters' numbers, and checks them against the wine and cigar items on the guests' checks. The duplicate checks are then assembled in consecutive order to ascertain if there are any missing. If everything checks correctly, the auditor goes over and verifies the additions of the cashier's book, and then enters the work for the day in the auditor's record book.

**VOID ITEMS:** A transaction which occurs many times in hotels and restaurants is that known as a "Void." This is the case where goods are returned. For example, a steak is improperly cooked, the cream is sour or the melon is bad.

Such a transaction is handled as follows: The waiter takes the rejected food and the guest's check to the headwaiter, who, with a blue pencil, draws a ring around the price of that item and writes his initials opposite. The waiter then takes it to the checker who, with one of the dies, stamps the price upside down in the lower left corner of the guest's check, (Fig. 111) and also upside down in the waiter's column of the checker's sheet. When the checker or cashier totals the guest's


DATE	ROOM No.	
CHECK No.		
28		
1 Martini Cocktail		.15
1 Cup Consomme		.20
1 Extra Sirlon		1.25
1 Saute Potatoes		.25
1 Cucumbers Salad		.25
1 Cantaloupe <sup>a.c.B</sup>		.30
1 cigar		.15
		<u>7.55</u>
		.30
		<u>7.75</u>
08'		
Waiter 2		
LOCK-STUB CHECKING SYSTEM PAT DEC.29,'96.		

FIG. 111—"A VOID ITEM"

check, this amount is always shown deducted from the total, and the auditor deducts all items stamped upside down from the amount of the checker's sheet (Fig 112).

The checker enters all "Voids" in a "Void Book" (Fig. 113), showing waiter's number, the check number, the article returned, the price and the reason why it was returned. This book is, as a rule, shown each day to the proprietor, who thus keeps in touch with the way food is being served

1	1	2	1	3	1	4	1	5	1		
RECORD SLIP.			RECORD SLIP.			RECORD SLIP.			RECORD SLIP.		
FOOD	WINE	CIGAR	FOOD	WINE	CIGAR	FOOD	WINE	CIGAR	FOOD	WINE	CIGAR
			40	4.00	50						
			1.25	15	15						
			25								
			80								
			20								
			1.25								
			25								
			25								
			30								
			00								

FIG. 112—CHECKER'S SHEET

and cooked. If, for example, five or six steaks were returned at a meal on account of improper cooking, it shows that the chef was negligent, and the proprietor goes directly to him to find out about it. If many melons were returned because they were unripe, he goes to the steward to find out why he purchased unripe fruit.

The operation and auditing of the system is practically the same whether the guest check holder and record slip be used or the loose checks and checker's sheets without the locked stubs.

Date <u>July 8</u>	
MEAL <u>Luncheon</u>	DEPT. <u>Cafe</u> CHECKER <u>Smith</u>
<u>Waiter</u> <u>2/28 Cantaloupe Green</u>	<u>30</u>
<u>5/8 Berries Cream Sour</u>	<u>20</u>
<u>7/21 Steak Raw</u>	<u>70</u>

FIG. 113—VOID BOOK

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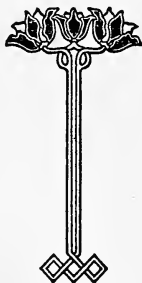
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# Popular Handbooks

for Hotel, Restaurant, Transportation  
Catering, Institution and Club Use

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**Ranhofer's Epicurean:** The king of cook books is "The Epicurean," by Charles Ranhofer, of Delmonico's. This book is 1,200 pages, and weighs about ten pounds. It is the most extensive, the most complete, the most readable, the most attractive, and the best all-around cook book that has ever been published. The first chapter is devoted to table service, with instruction in menu-making and the care and service of wines, the decoration of the table, the fixing of the sideboard, complete dining room instructions for the service of course dinners. French and Russian service is explained. There are lists of china, glass, and silver, etc.; a table of supplies in which the French and English names are given, and a market list. Then follows 144 pages of menus for breakfasts, luncheons, dinners, buffet or standing suppers, collations, hunting parties, garden parties, dancing parties, etc. All dishes in these menus are numbered to conform with recipes for them in the body of the book. There is a chapter on elementary methods, in which even the drudgery work in the kitchen is explained, and all the work done by apprentices in the early stages of hotel kitchen work. The chapter on kitchen utensils is very full, every utensil illustrated. Then come the recipes: 200 soups, 251 sauces, 133 garnishes, 191 side dishes, 101 shell fish, 218 fish, 165 beef, 165 veal, 75 mutton, 109 lamb, 48 pork, 224 poultry, 163 game, 198 miscellaneous entrees, 67 salads, 172 vegetables, 100 eggs, 37 farinaceous foods, 233 sweet entrees, 170 cakes, 17 breads, 189 ices and iced drinks, 90 confectionery, and several illustrations of centerpieces. There is an exhaustive chapter on wines, several recipes for mixed drinks, and 64 pages devoted to a collection of Delmonico menus. The index occupies 44 double-column pages. There are more than 800 illustrations. A most excellent feature of The Epicurean is that every recipe in it appears under a good honest English name, alongside of which is the translation of it into French. It is beautifully bound in Keratol Levant grain, embossed in gold. Price.....\$7.00

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**The Edgewater Beach Hotel Salad Book** (Shircliffe). Contains more than 600 tested recipes for salads and salad dressings. Mr. Shircliffe has not only given the recipes, but in many cases has supplemented them with author's notes, calling attention to special health-giving features, and suggesting diets for the different ailments that afflict humans. He also takes opportunity to preach many a short sermon on the importance of right eating and what is best for health from the cradle to old age. He also intersperses much of human interest in the way of anecdote, legend and historic events. In this way it is more than a cook book—it is readable to those who are not so much interested in how to make salads as in the enjoyment of them. The great charm of the book is the illustrations, which are from direct photographs in the natural colors, so that the dishes illustrated have the eye-appeal

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and the enticing qualities of the real dish. It is a book that fits into every kitchen—home, hotel, club, hospital, restaurant, lunch room, cafeteria, steamship, dining car, industrial catering plant, institution, army mess—in fact, wherever information is desired as to the why and how to prepare for the table. Price.....\$5.00

**Salad Portfolio** (Shircliffe). A set of beautiful illustrations of salads taken from the Edgewater Beach Salad Book. They are mounted on heavy green cover stock, 8½ x 11 inches, each showing one or two of the salads and are suitable for framing. The portfolio may be used by the maitre d'hotel to assist him in selling party menus. The illustrations are so natural and appetizing that they make strong appeal to patrons when selecting the salad course for special menus. Also these pictures serve as a guide to pantry girls, showing them how the finished salad should look. Price .....\$2.50

**The Edgewater Sandwich Book** (Shircliffe). Supplemented with chapters on hors d'oeuvres, supremes, canapes and relishes. More than 600 recipes. This book is by the author of the Edgewater Salad Book, the most important culinary book produced in recent years. There are thirty illustrations of sandwiches and hors d'oeuvres. It will meet the requirements of all kinds of refreshment places from the soda fountain to lunch room, tea room and high-class restaurant. Bound in convenient pocket size. Price...\$2.00

**The Hotel St. Francis Cook Book** (Hirtzler). The author was chef of Hotel St. Francis, San Francisco. Adapted for hotels, restaurants, clubs, coffee rooms, families and every place where high-class, wholesome cuisine is desired. This is the most important culinary book that has come from any press in the last twenty-five years. Mr. Hirtzler is known thruout Europe and America as one of the ablest chefs of the day. He made the cuisine of the Hotel St. Francis world-famous. A feature of the Hotel St. Francis Cook Book that will be appreciated by thousands of hotel people, caterers, families and all interested in home economics, is the selection and preparation of foods in season; the presentation of breakfast, luncheon and dinner menus for every day in the year—the selections appropriate, and all dishes actually prepared and served in the Hotel St. Francis. This feature of the book gives a suggestive quality, a reminder attribute, and a knowledge of food economies and food attributes that is hereby brought to the aid of the proficient and the learner, also enables even the inexperienced to produce the well-balanced menu. The Hotel St. Francis Cook Book is indexed and cross indexed so that every recipe can be referred to on the instant. Price ..... \$3.00

**A Selection of Dishes and The Chef's Reminder** (Chas. Fellows). The book that has met with the largest sale and is in most demand from managers, stewards and cooks. Is in vest pocket form, 220 pages. The most complete and serviceable pocket reference book to culinary matters that has ever been published. It is not a cook book, in the general sense of the word, but is full of ideas and suggestions regarding bill-of-fare dishes. Chapters are devoted to entrees of all kinds, salads, soups, consommés, fish and their sauces, sauces in general, garnishes, fancy potatoes, miscellaneous recipes, hints to cooks and stewards, suggestions for breakfast, lunch and supper dishes, chafing dish cookery, menus, and a pronouncing glossary of culinary terms. Hundreds of the dishes listed are given with their bill-of-

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fare names only, as the cooks understand the basic work in preparing dishes, and the sauces and garnishes are treated separately, with information as to their component parts. Thousands of men who possess a copy of this book say it is their greatest help. Printed on bond paper, bound in flexible cover. Price.....\$1.00

**The Culinary Handbook** (Chas. Fellows). Presents in concise form information regarding the preparation and service of nearly 4,000 different bill-of-fare dishes; also gives much information of encyclopedic nature regarding foods of all kinds. Quick reference to every dish prescribed is facilitated with an index of 39 columns arranged in alphabetical order, and cross indexed, so that no matter what one is looking for, all he has to do is to find the initial letter and under it, in alphabetical order, for second, third and fourth letters, etc., the article wanted, with page on which it is found. Referring, for instance, to a sauce of any particular kind. Find the word Sauce in the index, and under it will be found in alphabetical order 149 different sauces; and under Salads, 71 different kinds, exclusive of the variations in making. Under head of Sausage there are 45 different kinds described, with directions for making as well as cooking and serving. In fact, the sausage information in this book is more complete than in any other published. 190 pages; 7x10 inches.....\$2.00

**Clarenbach's Hotel Accounting.** In writing this book it was Mr. Clarenbach's purpose to outline a simple system of hotel accounting that would meet the needs of the average hotels, particularly of hotels from 50 to 200 rooms. His first book was published in 1908 and the system was adopted by thousands of hotels. Since then there have been two revisions to meet new conditions of the more modern hotels. This is the third revision, thoroly up-to-date, and with illustrations that show the actual account books rulings and facsimile entries; and the text matter is so clear that one need not be a practical bookkeeper to understand. The book is in four parts, these covering all departments. It shows how to get storeroom "per dollar" costs; how to handle the cigar business; how to get an accurate statement of the hotel's business from month to month, and a method of auditing the front office. A "Profit and Loss" statement is shown. The text matter emphasizes the importance of being accurate, of a check on every transaction, and the economy of doing things the right way, thus preventing vexatious mistakes that take valuable time in making corrections, and giving the operator the satisfaction that comes from being master of his business. Hotels now having workable accounting systems can find in the Clarenbach book ideas that may be incorporated by them to advantage. Also they will find the Clarenbach system elastic, and its results can be put on a comparable basis with results obtained from other systems of hotel accounting. The book is supplemented with a chapter headed "An outline of the front office methods of the largest hotel in the world." The book is 9x12 inches and contains 66 pages, printed on ledger paper, attractively bound in cloth cover. Price .....\$1.00

**Front Office Psychology** (Heldenbrand). This is the only book that outlines rules of conduct for the people in the front office who meet the public, where a pleasing personality and correct habit of deportment, speech, dress, and all-around cleanliness makes for ideal salesmanship. The suggestions are classified under different heads as Employee relations, Your personality, Receiving and rooming

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guests, Handling of mail, Information, Checking out, Front office tactics. The book is written from the practical viewpoint of a student of human nature, and in this respect is a classic. It inspires to an improvement in service and can be read with profit by young and old in the small or the large hotel, or institution, or business house. Pocket size, 5x8 inches, 100 pages. Attractively bound in water-proof cover. (A special price is made to hotels and chains of hotels buying in quantities of ten or more.) Price .....\$2.00

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**The Bell-Boy's Guide** (Heldenbrand). This book was written with the object of training young men of good habits in the duties customarily performed by bell-boys. It was prepared by the author to instruct those not familiar with hotels in the particular bell-boy work required for his own hotel—the Hotel Heldenbrand of Pontiac, Michigan. With slight variation this book will meet the needs of the average hotel thruout America. It is pocket size, 32 pages. (A package of four books for 1.00.) Price .....\$1.00

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**Paul Richards' Pastry Book** is the title in brief of "Paul Richards' Book of Breads, Cakes, Pastries, Ices and Sweetmeats, Especially Adapted for Hotel and Catering Purposes." The author is known as one of the most skillful all around bakers, pastry cooks and confectioners in America, and has demonstrated the quality of his work in leading hotels. In writing this book he took particular pains to have the recipes reliable and worded in such simple fashion that all who read them may readily understand and work from them. The book is in seven parts. Part I is devoted to fruit jellies and preserves; jams, jellies, compotes and syrups; preserved crushed fruits for sherbets and ices; preserving pie fruits; sugar boiling degrees; colors. Part II, pastry and pie making, pastes and fillings; pastry creams, patty cases, tarts and tartlets; icings. Part III, cake baking. Part IV, puddings and sauces. Part V, ice creams, ices, punches, etc. Part VI, breads, rolls, buns, etc. Part VII, candy making and miscellaneous recipes; bread economies in hotel; caterers' price list. The recipes are readily found with the aid of 36 columns of index and cross index in the back of the book, this index forming in itself a complete directory, so to speak, of breads, pastry, ices and sugar foods. Printed on strong white paper; page 7x10 inches, 168 pages, bound in cloth.....\$2.00

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**Pastry for the Restaurant**, by Paul Richards, a vest pocket book of 158 pages, is, as its title indicates, especially produced for the use of bakers employed in restaurants and European plan hotels. The style of work required for the American plan hotel with table d'hote meal, and that for the European plan hotel restaurant, where each article is sold for a separate price, has brought about a demand for a book with receipts and methods especially adapted for the preparation of bakery and pastry goods for individual sale. The first chapter is devoted to French pastries, which are now so generally sold, yet so little understood, because of the misnomer title; then follows cakes and tarts of every kind; pies in great variety; puddings, hot and cold; ices, ice creams, and many specialties, all set forth with ingredients, quantities, and methods of mixing and preparing, and instructions for oven or temperature control. Mr. Richards' other books have become standard the world over, and this one will be equally reliable. The index to this book makes a very complete reference to:



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popular pastry goods and will be found valuable as a reminder. The book is printed on bond paper.....\$1.00

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**Ice Cream for Small Plants.** This new book tells you how delicious, wholesome ice cream and other frozen desserts can be made economically in small quantity, such as in a hotel, club, restaurant, hospital or other institution. It contains complete information regarding the manufacture of ice creams; also the equipment and its care. 158 carefully standardized recipes for high grade ice creams and other frozen desserts, with 23 pages of pictures of specialty dishes. A practical handbook written in non-technical language. 180 pages, 5x7½ inches, cloth bound. Price.....\$2.50

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**Housekeeping on Parade.** This book is the most complete guide to hotel and institution housekeeping that has been produced. It covers every angle for the small and the large establishment—rules and regulations; instructions for doing things the right way; recipes for cleaning; and methods of keeping track of things—all are so thoroughly explained, and the book so profusely illustrated, it makes a text book not alone for the housekeeper but for the management. 96 pages, 9x12 inches, in new plastic binding. Price.....\$1.00

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**The Vest Pocket Pastry Book** (John E. Meister). This little book contains 500 recipes, includes 57 for hot puddings (pudding sauces, etc.; 77 for cold puddings, side dishes, jellies, etc.; 90 for ice creams, water ices, punches, etc.; 68 for pastes, patties, pies, tarts, etc.; 77 for cake; 17 for icings, colorings, sugars, etc.; 60 for bread, rolls, yeast raised cakes, griddle cakes, etc., as well as 55 miscellaneous recipes. Mr. Meister wrote this book at the request of the editor of The Hotel Monthly, who had heard his work highly complimented by his employers, who said they believed him to have no superior as a first-class workman. The recipes, while given in few words, yet are easily understandable, and have helped thousands of bakers to improve their work. Book is indexed; printed on bond paper. Price ..... \$1.00

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**The Vest Pocket Vegetable Book** (Chas. G. Moore), has done more to popularize the cooking and serving of vegetables in hotels and restaurants than any other book ever published. It was written with this idea. The author took particular pains to make this little volume a classic and his masterpiece, and he succeeded remarkably well. Into 120 pages he has condensed more information regarding the history, cultivation, nutritive qualities, and approved forms of cooking and serving vegetables than can be found in any other book, no matter how large; and it has been demonstrated to be a book without mistakes. Recipes for soups, sauces, garnishings and salads supplement the general recipes. There are 78 ways of preparing potatoes, 19 of mushrooms, 19 of onions, 15 of cabbage, etc., 27 of beans, 15 of rice, 25 of tomatoes, and others in number in proportion to their importance. The vegetables are given with their English names and the French and German translations. The book is indexed, printed on bond paper. Price ..... \$1.00

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**The Book of Sauces**, by C. Hermann Senn, is the newest of The Hotel Monthly Handbook series. Mr. Senn is the author of the famous Twentieth Century Cookery Book, The Menu Book, Practical Gastronomy, and ten other culinary books that have become standard in Europe, and that have extensive sale in America. His Book of Sauces

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is the most complete work of the kind that has ever been produced. It treats the subject thoroly from every angle and covers all kinds of sauces for meat, poultry, fish, and salad dishes; also sweet sauces. This book is adapted not alone for the hotel and catering trades, but also for family use the world over. Epicures will find it invaluable for the suggestions and practical instructions, together with the culinary lore therein contained. Book is vest pocket size, printed on bond paper.....\$1.00

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**The Hotel Butcher, Garde Manger and Carver.** (Frank Rivers.) The author has cultivated a new field in culinary literature, and produced a book both novel and useful. His experience as butcher, carver, chef and steward enabled him to compile facts regarding meats and meat economics, from the butcher shop to the dining-room table, that will be invaluable to managers, stewards, chefs, and all persons employed in culinary work. His book digests the subjects of buying, handling, sale, and service of meats, poultry and fish for hotels, restaurants, clubs and instiutions. It is varied with suggestions for the use of meats and trimmings for particular dishes; the composition of these dishes set forth in concise form. The information is clarified by the use of about 300 illustrations. The index is so comprehensive that any item may be referred to on the instant. 125 pages. Price .....\$2.00

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**"The Advertising of Hotels"** by Clarence Madden is the first practical, comprehensive inquiry into hotel advertising ever made available. It is the only book which treats the problem of selling rooms and service in its entirety—promotion, publicity, "in-the-house", "word-of-mouth", copy, appropriation, media selection, and agency contact. Mr. Madden is acquainted with both sides of the advertising picture. His book brings the two into sharp focus and shows their proper relationship. . . . Anyone who is in any way affected by hotel advertising should be sure to have on hand a copy of "THE ADVERTISING OF HOTELS" for study, reference, and guidance. 136 pages. Price.....\$2.00

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**The Fish and Oyster Book,** by Leon Kientz, for many years chef of Rector's (the noted sea foods restaurant in Chicago), is a handy vest pocket volume, the leaf measuring 3x6½ inches. In this book Mr. Kientz tells in concise manner how to cook practically every kind of fish that is brought to the American market; and not only explains the method of cooking, but also the making of the sauces and the manner of service. Every recipe is given with its bill-of-fare name in English and its translation into the French. The recipes include also such dishes as frogs' legs, all kinds of shell fish, snails, terrapin, and the fish forcemeats. Also there is an appendix with specimen fish and oyster house luncheon and dinner menus, with and without wines. The book is indexed, printed on bond paper, bound in flexible cover.....\$1.00

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**Economical Soups and Entrees** (Vachon). This book was written in response to a demand for a book that would tell how to prepare savory dishes from inexpensive materials at small cost; and, in particular, how to use up left-overs; by which is meant good cooked foods not served at a previous meal, and which have not in any way lost their marketable value in the sense of deterioration of quality, but which can be served in hotel or restaurant in the same appetizing manner that leftovers are served in

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well-to-do families. Mr. Vachon was selected to write this book because of his reputation as an economical chef. In it he has given recipes in particular for meat entrees of the savory order, stews, pies and croquettes, hash, salads and fried meats. The soups include creams, broths, bouillons, chowders, purees, pepper-pots and the like. It is two books in one, separately indexed, printed on bond paper, leaf 3x7 inches, bound in flexible cover. Price.....\$1.00

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**Eggs in a Thousand Ways**, by Adolphe Meyer, gives more reliable information regarding eggs and their preparation for the table than can be found in any other book. Is indexed and cross indexed so that any method of cooking eggs and any of the garnishings can be referred to on the instant. The book starts with boiled eggs. Then (following the departmental index in alphabetical order) are cold eggs, 79 ways; egg drinks, 22 kinds; eggs in cases, 25 ways; in cocottes, 24 ways; mollet, 79 ways; molded in timbales, 29 ways; fried, 33; fried poached, 38; hard eggs, 32; miscellaneous recipes, 27; omelets in 210 ways; poached, 227 ways; scrambled, 123; shirred, 95; stuffed, hard, 34; surprise omelets, 9; sweet eggs, 16; sweet omelets 38. The recipes are in condensed form. The book is vest pocket size, 150 pages, printed on bond paper...\$1.00

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**The American Waiter** (John B. Goins) is the only published book that treats intelligently of the waiter's work from bus boy to head waiter, for both hotel and restaurant requirements. The author has recently completed Part 2 of this book, the new part devoted largely to European plan service, and, combined with Part 1, which is devoted largely to American plan service, has rounded out a manual which is very valuable to those who would give table service of the kind suited for the average hotel. Interspersed in the book are chapters on the care of table wares, salad making, table setting, carving, dishing up, banking of sea foods, building of banquet tables, and many other useful items of information. The book is illustrated, vest pocket size, printed on bond paper.....\$1.00

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**The Van Orman System of Hotel Control.** A book illustrating and describing the many forms used in the hotels of the Van Orman Chain of hotels. Price.....\$ .50

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**Palmer House Cook Book** (Ernest E. Amiet). Recipes for world-famous dishes just as they are prepared by one of America's most renowned chefs. He shows how simple, ordinary dishes can be made to literally "sing" with tempting new flavor and appearance. Beautiful natural-color illustrations show how many of the finished dishes look, and the proper manner of their service. The book is divided into two sections. The first gives breakfast, luncheon and dinner menus, with recipes, for 76 consecutive days; the second part contains 339 additional recipes for dishes which may be substituted for those appearing on the menus.....\$3.00

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**Candy for Dessert** (Paul Richards). This book is concise, yet thorough on the subject of candy making; and in addition, offers valuable pointers for the preparation of fountain syrups, ice creams and ices. It starts out with information on sugar boiling degrees; then follow the recipes and other basic information for fondants, caramels, fudges, taffies, nougats, crystallized candies, fruit centers, bar candies, bon bons, drops, wafers, miscellaneous candies, sugar spinning, syrups, ice creams and ices. The book is vest pocket size, bound in flexible cover.....\$1.00

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**Drinks** (Jacques Straub). This book contains about 700 accurate pre-prohibition recipes for mixing various kinds of popular and fancy mixed drinks as served in the best hotels, clubs and bars. There is also a chapter on the medicinal value of wines; how to handle and serve wines; types of wines to be served with meals; and outline sketches of correct glassware Price .....\$1.00

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**Hospitality** (John McGovern). A series of short writings, virtually a scrap-book, written to amuse as well as inform about the hospitalities in all lands from almost Time's beginning to the present age. A classic in its own right, written in a conversational tone. It is interesting, amusing and inspirational. 200 pages, 4x7 $\frac{1}{4}$  inches.....\$1.00

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**The Housekeeper's Primer** (Jane C. Van Ness). This book will serve as an everyday manual and practical guide to better, more efficient housekeeping methods. It is chock full of tested and tried methods, and directions for hotel housekeeping. It gives the housekeeper's duties and responsibilities, suggests practical ways to save money, and helps you provide guests with clean, wholesome, attractive accommodations in an efficient and economical way. The Housekeeper's Primer was written especially for the housekeeper of the medium and small size hotel, but it also serves as a most helpful reminder to those in larger houses. The author is a practical housekeeper, and consequently she writes with full knowledge of the routine jobs (and the unexpected ones) that must be handled in every housekeeping department. 84 pages, 5x7 $\frac{1}{4}$  inches, cloth bound.....\$1.00

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**Hotelkeeping for Profit** (Reprinted from The Hotel Monthly). A series of articles dealing with the successful operating methods of a typical 100-room hotel. Includes: Should a small hotel operate its own laundry? Can a small hotel afford air conditioning? Modernizing refrigeration in a small hotel. Shall we put in a stoker? Modern Accounting in a small hotel (including illustrations of the forms used). 24 pages, 9 x 12 inches.....\$ .50

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**Menu Translator** (Duchamp & Jennings). This book was formerly known as the "*Universal Dictionary of Menus*" and served as a guide to thousands of menu-makers, stewards, and chefs. Today, it has been completely revised, greatly enlarged and lists about 12,000 translations in French, English and German. Items are carefully arranged under 25 headings, making it easy to find any item. Now in its seventh edition, and one of the newest and most complete works of its kind. 137 pages, 5x7 $\frac{1}{2}$  inches.....\$3.00

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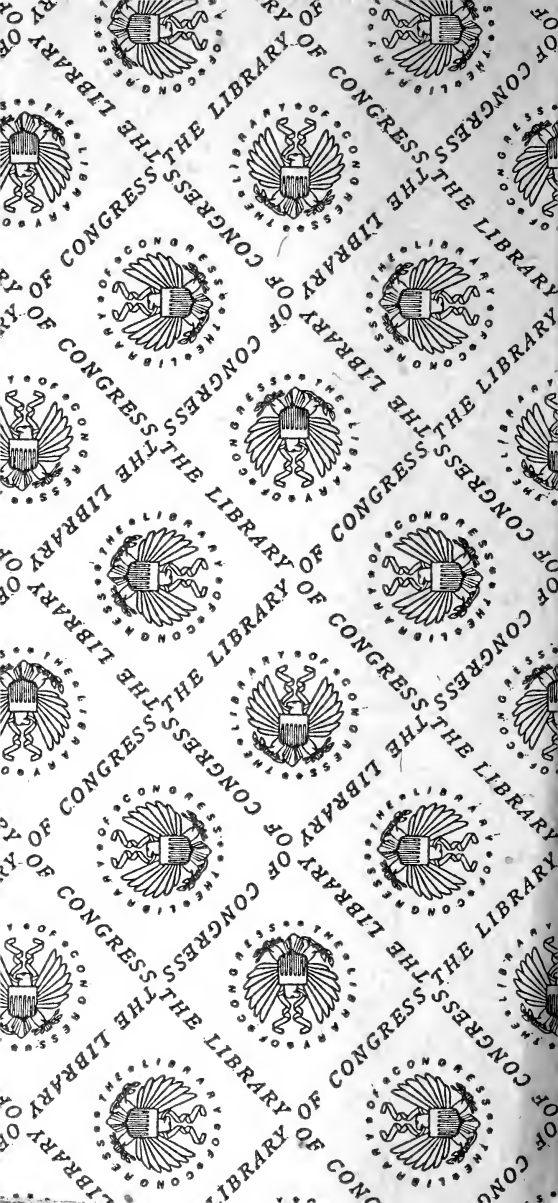
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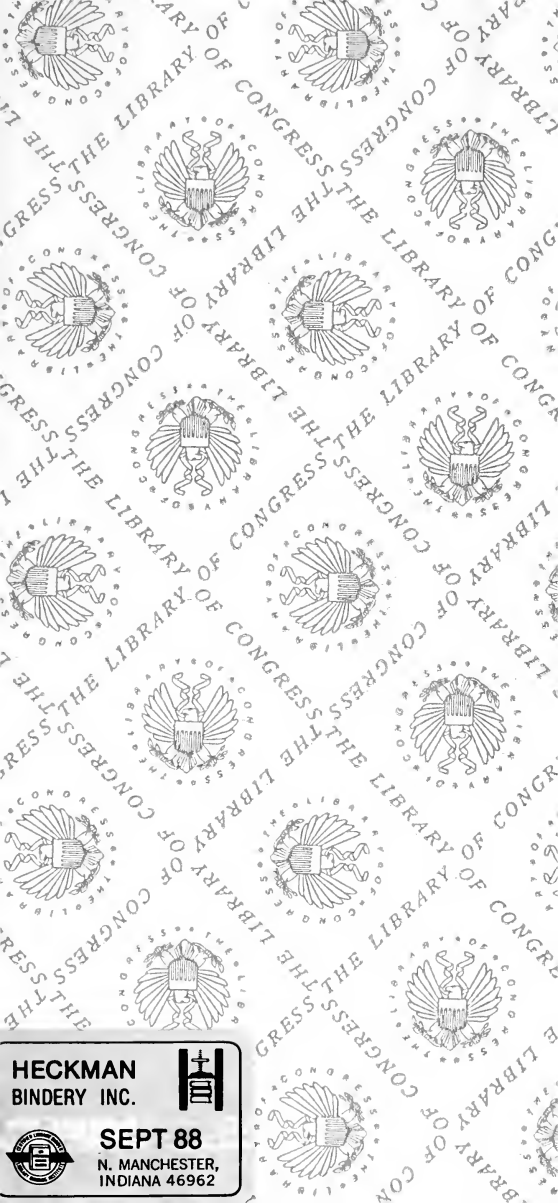
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